Maestro POCKET PC

AUDIOVOX®
COMMUNICATIONS CORP.

Microsoft®
Windows®
Powered
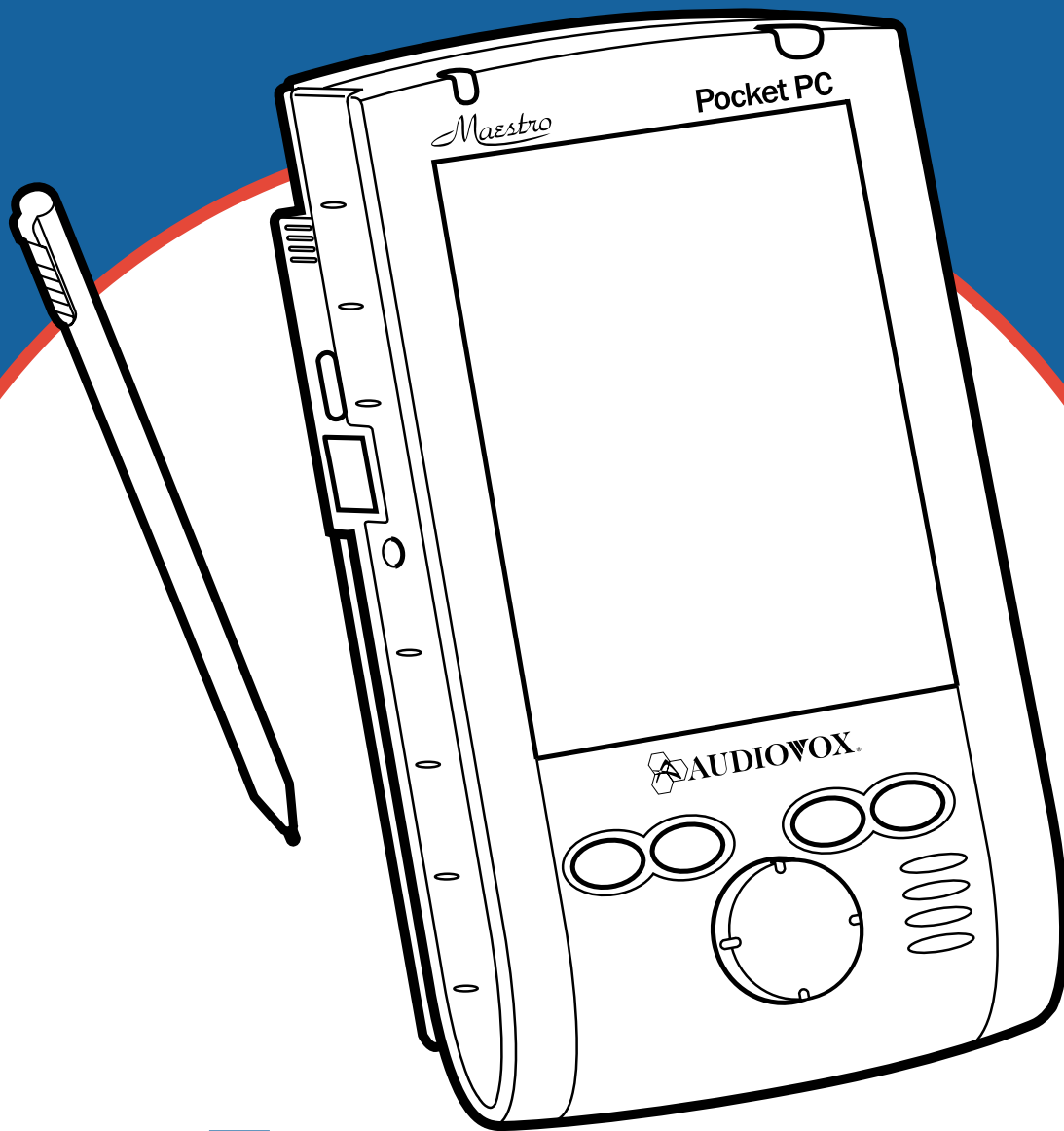
USER'S GUIDE

INTRODUCTION

It is important you read this Instruction Manual (USER'S GUIDE) before using your Pocket PC to ensure its proper operation.

It is recommended that important data stored in your Pocket PC should be saved to a memory card (sold separately) or your personal computer (data transfer with ActiveSync) on a regular basis. Before returning for service, be sure to back up your data and remove any confidential, proprietary or personal information. Audiovox Communications Corp. is not responsible for damage to or loss of any programs, data or removable storage media.

The purpose of the Safety Instructions in this manual is to provide you with warnings and safety instructions that will assist in preventing the misuse of your Maestro Pocket PC.

* All of the Safety Instructions that are contained in this Manual must be read carefully and must be fully understood before you attempt to use your Pocket PC in order to avoid potential hazards that could cause bodily injury or property damage or could damage the Pocket PC.

* Always store this Manual in a convenient place for future reference.

SAFETY INSTRUCTIONS

- **There are two categories of Safety Instructions included in this manual:**
  - ✓ Product Warnings, (i.e., what must never be done to assure avoiding those hazards that could cause bodily injury or property damage); and
  - ✓ User Directions (i.e., what must always be done to assure the safe use of your Pocket PC).
- **The Safety Instructions contained in this Manual have been categorized in accordance with the seriousness of the potential hazards through the use of Signal Words.**

  Those Signal Words, and their intended meanings, are as follows:

  DANGER: Indicates that a failure to observe the Safety Instructions could result in death or catastrophic bodily injury.

  WARNING: Indicates that a failure to observe the Safety Instructions could result in serious bodily injury.

  CAUTION: Indicates that a failure to observe the Safety Instructions could result in minor bodily injury or property damage.

  NOTE: Designates important information that relates to the safe use of your Maestro.

Your Maestro produces low levels of RF energy due to the generation of digital timing pulses by its clock oscillator circuits. Your Maestro has been equipped with internal shielding to minimize any stray emissions of RF energy.

Airlines may nevertheless prohibit the on-board use of all portable PCs (and all other portable electronic devices that could potentially emit stray RF energy), particularly during take-offs and landings, to prevent any possible interference with the reception of signals by airborne electronic navigational devices.

WARNING

■ Always request and obtain prior consent and approval of an authorized airline representative before using your Maestro Pocket PC aboard an aircraft.

■ Always follow the instructions of the airline representative whenever using your Maestro Pocket PC aboard an aircraft, to prevent any possible interference with airborne electronic equipment.

WARNING

Certain locations, such as hospitals, may restrict the use of Pocket PCs and other devices that emit low-level RF energy.

■ Always comply was posted prohibitions of the use of RF-emitting devices, such as in hospitals. Failure to follow such directives could result in the interference with medical equipment and/or devices.

■ Never come closer than 16cm(6inches) to a person with a heart pacemaker implant when using this Pocket PC in combination with a mobile cellular telephone. Failure to do so could result in interference with the function of the pacemaker.

<u>WARNING</u>

■ Never use a Pocket PC while driving an automobile or any other moving vehicle. Always pull out of traffic and come to a stop in a legally permissible and safe location before using your Pocket PC. Failure to do so could result in serious bodily injury in a traffic accident.

■ Never use your Maestro Pocket PC while walking. Usage while walking could result in bodily injury caused by inattention to automobile traffic or other pedestrian hazards.

<u>WARNING</u>

■ Never allow metallic objects, such as staples and paper clips, to enter inside your Pocket PC. Metallic objects, such as staples and paper clips, if allowed to enter your Maestro, could cause the generation of excess heat or fire.

■ Never connect terminals (metal parts) to metallic objects (such as wires). Connecting terminals to metal objects could cause excessive heat or fire.

■ Always immediately turn the battery switch to the "off" position and disconnect the AC Adapter from the power outlet in the event the Pocket PC emits an unusual odor or sound or generates smoke.

<u>WARNING</u>

■ Never use or store your Pocket PC in the following locations:
  • Anywhere it may be exposed to water, such as a bathroom or sauna;
  • In conditions of high humidity, such as in the rain or fog;
  • Where your Maestro Pocket PC will be exposed to high temperatures, such as near a fire or equipment that emits high temperatures;
  • In direct sunlight; or
  • In a sealed automobile left in the sun and subject to high temperatures.

■ Never drop your Pocket PC or subject it to severe shock. Dropping your Maestro or subjecting it to severe shock could cause the built-in battery to leak, ignite and/or rupture.

■ Always immediately remove your Pocket PC and its battery from the vicinity of any open flame in the event the built-in battery leaks liquid or emits an unusual odor. Continued use of your Pocket PC under either of these conditions could cause ignition (i.e., fire) of the leaked battery liquid, or rupture.

■ Never touch any fluid that might leak from the built-in battery. Such liquid when in contact with the eyes or skin, could cause injury to the skin or eyes. ***<u>Should the liquid come into contact with the eyes, irrigate the eyes thoroughly with clean water and immediately seek medical attention.</u>*** In the event the liquid comes into contact with the skin or clothing, wash it away immediately with clean water.

■ Never attempt to disassemble, repair or make any modification to your Maestro Pocket PC. Disassembly, modification or any attempt at repair could cause bodily injury or property damage, as well as damage to the Maestro itself.

Failure to follow the above directions concerning use and storage could result in damage to your Maestro or bodily injury and property damage due to battery liquid leakage, fire or rupture.

CAUTION

■ Never raise the sound volume level to high when using your Pocket PC with earphones. An excessive sound volume level could cause damage to your hearing.

■ Never touch the liquid that might leak from a broken liquid crystal display. Contact with this liquid could cause a skin rash. If the crystal display liquid should come into contact with the skin or clothing, wash it immediately with clean water.

■ Never allow infants or small children within reach of your Pocket PC. Infants or small children could injure themselves if allowed access to your Pocket PC.

DANGER

■ **Never attempt to disassemble or repair an AC Adapter, and never alter their Power Supply Cables or plugs as exposure to electric shock hazards could result.**

Always contact an authorized Audiovox Communications Corp. service provider, if repair or replacement is required.

WARNING

■ Always use the Audiovox Communications Corp. AC Adapter and the Audiovox Communications Corp. Battery Charger that have been provided with your Pocket PC.

Bodily injury or property damage could occur as a result of the use of an unauthorized and incompatible AC Adapter or Battery Charger in violation of this Warning.

■ Never connect or disconnect the AC Adapter with wet hands. Connecting or disconnecting the AC Adapter to a power source with wet hands could cause electric shock.

CAUTION

■ Never place an AC Adapter on a wooden surface (or any other surface that could be marred by exposure to heat) while it is in use, since its surface temperature increases during normal use. Always rest it on a suitable heat-insulating material.

■ Never cover the AC Adapter with any object while it is in use, and never place it adjacent to a heat source. An excessive temperature increase could detrimentally affect its performance.

■ Never place a Power Supply Cable near a heat source, as damage to the cord or to its insulation could result.

■ Always use a surge protector when utilizing the AC Adapter during an electrical storm. Otherwise, a power surge could result in the loss of stored data.

■ **Insert the power plug to a household electric outlet supplying 110V AC.**

■ When traveling abroad, never plug the AC Adapter into a power source that does not correspond to both the voltage and the frequency specified on the rating plate of the unit, as equipment damage will result.

An attached Power Supply Cable is a 125V AC type. When you connect with the power supply more than 125V AC, please exchange in the Power Supply Cable to apply.

■ Never attempt to connect or disconnect the power plug with damp or wet hands. Connecting or disconnecting the power plug with damp or wet hands could result in an electric shock.

■ Never leave an open container, such as a cup or glass, containing a liquid near the AC Adapter. Spilled liquid coming in contact with the AC Adapter could cause a fire or electric shock.

■ Always insure the power plug pins are clean and free of dust or other foreign material by wiping the pins with a clean dry cloth. Dust or other foreign material accumulation on the power plug pins could cause fire.

■ Always unplug the power plug from an outlet by grasping the power plug itself. Never pull on the Power Supply Cable to disconnect the Power Supply Cable from an outlet. Pulling on the Power Supply Cable could cause a fire or electric shock as a result of damage to the Power Supply Cable.

■ Never use a worn or damaged AC Adapter Power Supply Cable or plug, or a worn or damaged extension cord or plug. The use of a worn or damaged Power Supply Cable or plug could result in electric shock or fire. Always contact an authorized Audiovox Communications Corp. service provider immediately to obtain a suitable Power Supply Cable replacement.

■ Never bend or twist a Power Supply Cable, and never pull on a Power Supply Cable in an attempt to remove a plug from an outlet. Always grasp the plug directly when unplugging a Power Supply Cable to avoid causing any damage to the cord.

■ Never plug the AC Adapter into an overloaded multiple outlet, power strip or surge protector to prevent blowing a fuse or tripping a circuit breaker.

■ Never place heavy objects on a Power Supply Cable, as that could result in damage to the cord.

■ Always confirm that the AC Adapter plug (and the extension cord and plug, if any) have been fully inserted into the receptacle, to assure a secure electrical connection.

<u>NOTE</u>

■ Under certain conditions, data may be lost, including:

✓ Misuse of your Maestro;

✓ Subjecting the main unit of your Pocket PC to static electricity and/or noise;

✓ Total loss of electric charge in the built-in battery; and

✓ Servicing of your Pocket PC.

■ Use your Pocket PC only in locations with the following ambient environmental conditions:

✓ Under normal operational use with temperatures between 0°C and 40°C (32°F and 104°F);

✓ With humidity of 30% to 80%; and

✓ When charging the battery with temperatures between 5°C and 35°C (41°F and 95°F).

■ Do not store or use your Pocket PC in the following locations:

✓ Those subject to extremely high or low temperatures;

✓ Dusty locations; and

✓ Locations or sites subject to strong vibration.

Use or storage in these location, sites or areas can result in product failure, malfunction or loss of data.

■ Do not subject your Maestro Pocket PC to sudden and severe temperature changes. This could result in moisture condensation in the Pocket PC that could cause damage to your Pocket PC, computer function loss, and/or the loss of data. In the event of moisture condensation, allow your Maestro to dry out completely.

V

- It is normal for the AC Adapter to become warm when charging.

- Disconnect the power plug from the outlet when not in use.

- Take care not to sit on Maestro when it is located in the back pocket of trousers, etc. This could cause damage to your Maestro or malfunction of the Pocket PC functions.

- Do not place objects on top of your Pocket PC or drop them on top of your Pocket PC. This could cause damage to your Maestro and/or malfunction.

- Clean terminals (metallic parts) on a regular basis with a cotton swab. Dirty terminals could affect battery charging.

- Never use organic solvents such as benzene or paint thinner to clean your Pocket PC. Use of these solvents can cause deformation or discoloration.

- Do not wipe the display with a damp or wet cloth or touch the display with damp or wet hands. Wiping or touching the display under this condition can cause product failure or malfunction. Always use a soft dry cloth to wipe the display.

- When using the optional "SD memory card" or "Compact flash memory card" (sold separately), be sure to read the relevant instruction manual and ensure that you know the proper procedures for their use.

  ✓ Never subject the card to any severe shock while connected to your Pocket PC. Such a shock can cause damage to the card and a malfunction.

  ✓ Do not carry your Maestro Pocket PC with the card connected to it. This can result in the damage or loss of the card.

- Never connect cradle terminals with metallic objects, such as wires. Connecting these terminals with metallic objects may cause the production of excess heat, burns and damage to the charger and/or your Maestro Pocket PC.

- A lithium ion battery is used in this Pocket PC. When a replacement is needed, please request the dealer from whom the PC was purchased to assist you.

- Lithium ion batteries are recyclable. When you replace your built-in battery, please request that the repair center recycle the battery in accordance with RBRC standards. When disposing of the battery yourself, please call RBRC at (800) 822-2237 for tips on the proper disposal of the lithium ion battery. Never dispose of the battery with ordinary waste.

Copyright Information

Microsoft, ActiveSync, Outlook, Pocket Outlook, Windows, Windows NT, and the Windows logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Microsoft products are licensed to OEMs by Microsoft Licensing, Inc., a wholly owned subsidiary of Microsoft Corporation.

CompactFlash is a trademark of the SanDisk Corporation of the U.S.

Other product names mentioned in this USER'S GUIDE are trademarks or registered trademarks of the respective companies.

Table of Contents

Chapter 1
Getting Started

Welcome

Congratulations on purchasing the Maestro. Due to the size and capabilities of this Maestro, you can keep your most important business and personal information up-to-date and close at hand. Microsoft® ActiveSync® increases the power of your Maestro by allowing you to synchronize the information on your desktop or laptop computer with your Maestro. Picture yourself in the following situations:

- While walking with a colleague, your cellular phone rings and your manager asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your Maestro and instantly see a list of today's appointments and meetings. You are quickly able to tell your manager your available times. For more information on scheduling appointments and meetings, see Chapter 4.

- You're meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your desktop computer and then synchronize it with your Maestro. At dinner, you pull out your Maestro and review your movie options with your friends. For more information on downloading Web pages to your Maestro, see Chapter 6.

- A Calendar reminder alerts you that it is time to catch the bus. You grab your Maestro and catch the bus just in time. Because ActiveSync keeps the information on your Maestro up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy, and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes, and your e-mail message responses to your desktop computer. For more information on ActiveSync, see Chapter 3.

Where to Find Information

This book describes your Maestro hardware, provides an overview of the programs on your Maestro, and explains how to connect your Maestro to a desktop computer, a network, or the Internet. For instructions on setting up your Maestro and installing ActiveSync, see the Quick Start card. The following table is a guide to additional information to help you use your Maestro.

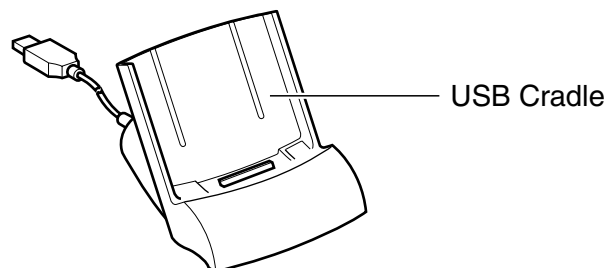| For information on:	See this source:
Programs on your Maestro	This User's Guide and device Help. To view Help, tap and then **Help**.
Additional programs that can be installed on the Maestro	The Maestro Companion CD.
Connecting to and synchronizing with a desktop computer	The Quick Start card or ActiveSync Help on your desktop computer. To view Help, click **Help** and then **Microsoft ActiveSync Help**.
Last-minute updates and detailed technical information	The Read Me files, located in the Microsoft ActiveSync folder on the desktop computer and on the Maestro Companion CD.
Up-to-date information on Pocket PC	http://www.microsoft.com/mobile/pocketpc

Chapter 2

Basic Skills

You can easily learn to use your Maestro. This chapter describes the use and customization of your Maestro.

Parts Names and Function

■ Main unit (front view)

Alarm Lamp LED

Microphone

Recording Button
(Program Button 5)

Infrared Port
Reset Switch

Program Button 1, 2, 3 & 4
(From the Left)

Cursor Button/Navigation Button

Power Button/Front Light

Touch Screen

Speaker

Battery Switch Lock

Battery Switch

AC Adapter Jack

Cradle Connecting Port
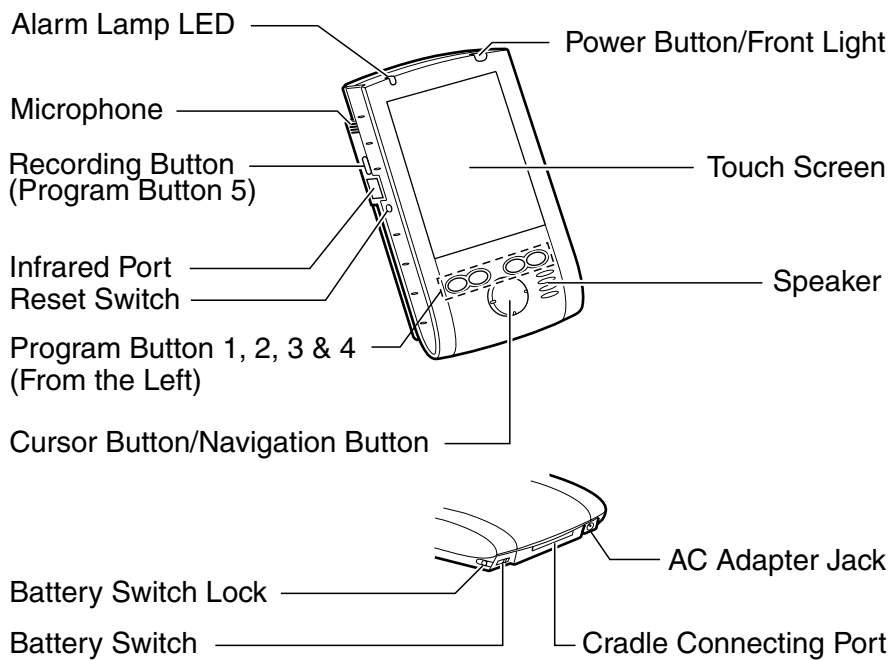
■ The Cradle

USB Cradle

■ Initial Setting of Program Button

Program button 1 .... Calendar

Program button 2 .... Tasks

Program button 3 .... Home

Program button 4 .... Contacts

Program button 5 .... Voice recorder

■ **Main unit (back view)**

Stylus Holder

CF Card Slot

SD Card Slot

Stereo Headphone Jack

Stylus
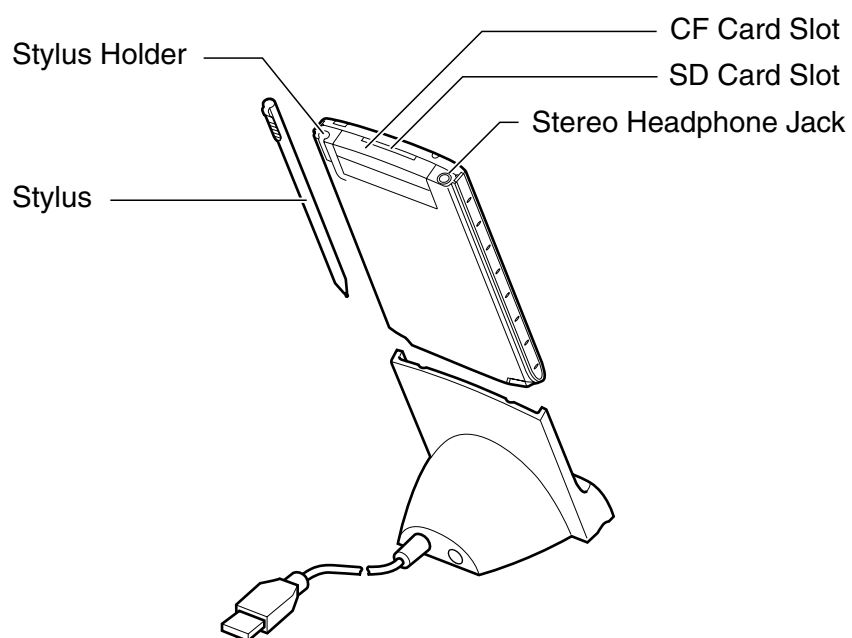
Power Button

The power button turns the unit and the front light on and off.

Power button	When the power is off	When the power is on
Press it for some time.	The power turns on.	The front light alternately turns on/off.
Press it quickly.	The power turns on.	The power turns off.

Battery Switch, and Battery Switch Lock

The battery switch supplies/cuts the battery power to the Maestro.

The setting of this switch at shipment is "stop". When using the Maestro for the first time, slide this switch to the left (the "supply" side) with stylus. This switch should normally be on the "supply" side.

The battery switch lock secures the battery switch to the "supply" side.

To set the battery switch to "stop", slide and hold the battery switch lock to "release" (toward the top of the Maestro) and, at the same time, slide the battery switching to "stop". The battery switch will not move unless the switch lock is release setting.

Moving the switch back to stop will reset the unit to the factory settings. You will need go through the initial setup again.

Battery Switch Lock ——————— Battery Switch

Release   Stop   Supply
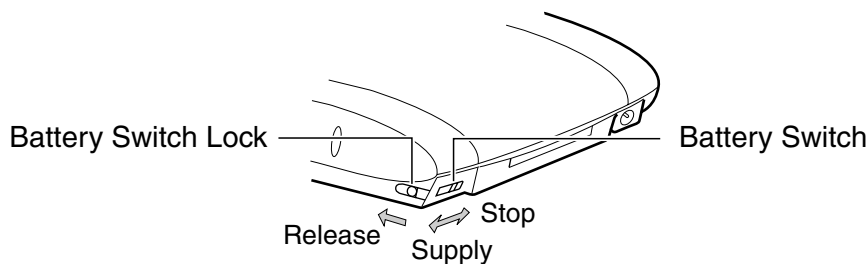
Alarm Lamp LED

The Alarm Lamp LED indicates the machine condition.

- Flashing orange .... When the preset alarm time, which was set through **Calendar** or **Tasks**, goes off, the lamp starts flashing.
- Steady orange .... Indicates charging of the built-in battery.
- Flashing yellow .... The built-in battery charging process is stopped due to the ambient temperature being too high or low. Charge the built-in battery in an ambient temperature of approx. 5°C to 35°C (41°F to 95°F).
- Steady green .... Indicates full charge of the built-in battery.

How to Use Stylus

The stylus is used for menu selection or data input on the touch-screen of the Maestro.

- **Tap**:   Touch the screen once with the stylus to open items and select options.
- **Drag**: Hold the stylus on the screen and drag it across to select text and images. Drag in a list to select multiple items.
- **Tap and hold**: Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

...✎ **Note** When you operate the touch screen of the Maestro, use the supplied stylus.

If the tip of the stylus is damaged, do not use it. If you operate the touch screen with a damaged stylus or a ballpoint pen, the touch screen may be damaged.

The stylus is expendable. When the stylus is damaged, please use one of the 2 extras stylus or buy a new one.

About Cursor Button

You can move a cursor (selection display) on the screen by pressing the upper, lower, right or left part of the cursor button.

You can select a program to launch by pressing the center part of the cursor button.

...✎ **Note** The cursor movement is different depending on the screen. When the cursor is at the right or the left side of the screen, it may not move.

Battery Charging

A built-in battery is installed in the Maestro. When using the Maestro for the first time, set the battery switch at the supply side, then charge the built-in battery with the supplied AC Adapter.

How to Charge Battery

You can use two charging methods.

When you connect the AC Adapter and the Maestro, turn the unit off.

- Connect the supplied AC Adapter and the cradle as shown in the figure below, and then insert the Maestro into the cradle.
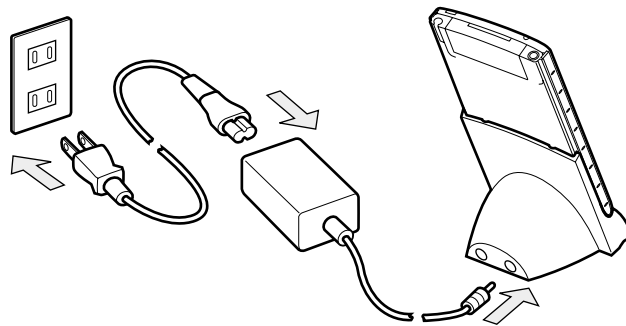
- Connect the supplied AC Adapter and the Maestro as shown in the figure below.
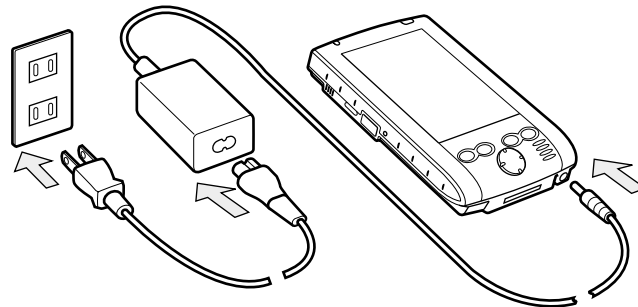
📝 **Note** For charging the built-in battery, maintain an ambient temperature from approx. 5°C (41°F) to 35°C (95°F). If the ambient temperature is too low or too high, the charging will pause. According to the operating status, the charging may pause even when the ambient temperature is below 35°C (95°F). The flashing in yellow of the Alarm Lamp LED indicates the pause of the charging.

The lamp is lit in orange during the built-in battery charging.

When the built-in battery is completely charged, the Alarm Lamp LED color changes to green.

Charge time is dependent on the ambient temperature.

Charging time to fully charge the built-in battery for the first time or when completely drained is approximately 4 hours.

How to Prolong Battery Life

- Use the Maestro with the AC Adapter.

  When you use the Maestro under the following conditions, the power consumption will be large. Please use the AC Adapter when:

  - The Maestro is operated while connected to your computer.

  - The Maestro is operated with storage card or with any other optional equipment.

- Select the short powered-off time in the setting menu. This will shorten the time the unit will remain on if not used. For more information, see "Customize Your Maestro" of Chapter 2.

- Turn off the front light.

- Set the screen brightness to power saving mode. Also, shorten the light turn-off time. For more information, see "Customize Your Maestro" of Chapter 2.

- Use the Maestro with an ambient temperature between 15°C and 25°C (59°F and 77°F). This temperature range is the most effective for the built-in battery.

  - When you use the Maestro in high or low temperature environments, the operable time is shortened due to the decrease of the built-in battery capacity.

Battery Life

The built-in battery has a limited life. Repeated charging/discharging of the built-in battery gradually decreases operable time. When the operable time has been extremely shortened it is time to replace the built-in battery with a new one. The built-in battery life is altered depend on use conditions.

- Do not leave the Maestro in a place of high or low temperature. It may shorten battery life.

Battery Charge Level and Stored Data Protection

If the battery charge level becomes extremely low, or is completely discharged, the memory data stored in the Maestro will be deleted.

When the low battery status icon or the alarm message appears, immediately connect the AC Adapter to the Maestro and charge the built-in battery.

- The built-in battery gradually discharges even if the device is not being used. When the Maestro is left for a long time, the built-in battery of the Maestro may completely discharge.

- It is recommended to save the Maestro's memory data to your desktop computer or to a storage card.

- The manufacturer is not responsible for data change or clearance due to battery discharge. Please acknowledge that.

Initial Setup

When using the Maestro for the first time, carry out initial setup according to the procedures below after a built-in battery has been charged.

1. Press the power button to turn the power on. The welcome screen appears. Tap the screen to start the following setup.

2. Execute touch screen correction.

   When the align screen appears, tap the center of the cross target with the stylus. The next target position changes upon tapping the target. Five taps completes the positioning correction. The screen then changes to the stylus screen.

   • If a finger or any other object touches the screen during correction, the correction will be canceled. Repeat the correction procedure.

3. Read how to use the stylus.

   • Read and understand the stylus operation, and then tap **Next**.

...✎ **Note**   For more information on stylus operation, see "How to Use Stylus" of Chapter 2.

4. Learn the pop-up menus operation.
   • Read the on-screen explanation and then operate the screen.
     Display the pop-up menus, and cut and paste the data according to the screen instructions.
   • When you finished the paste operation, this stage is completed. Tap **Next**.

5. Set the location.
   • When tapping the right ▼ mark, the city and time zone list appears. Tap the desired city and time zone.
   • When the setup is completed, tap **Next**.

6. To complete the initial setup.
   • When the complete screen appears, the initial setup is completed.
   • After tapping the screen, you can use the Maestro.

...✎ **Note**   When you tap the Complete screen, the Today screen appears. For more information on the Today screen, see "Today screen" of Chapter 2.

Setup Method of Options

Method of Setting Card into CF Card Slot

To insert a card:

1. Turn off the power.
2. Open the card cover.
3. Insert the CF card confirming the direction of the card. Line up the side groove of the card and the groove edge of the card slot.
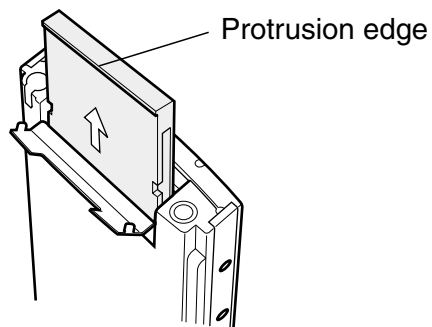
   Insert the card smoothly and completely to the end.

   • When the card is inserted, the power turns on.

Side groove
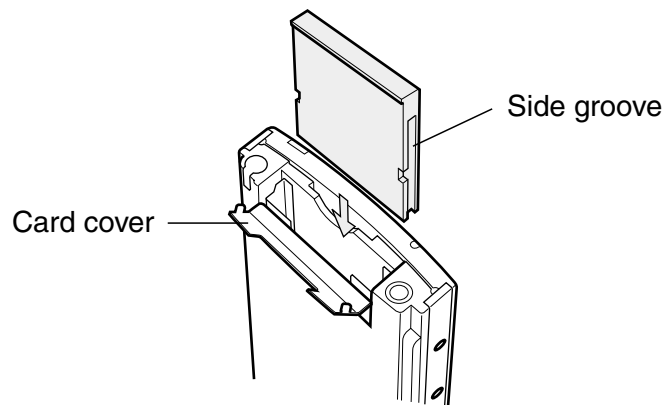
Card cover

To remove a card:

1. Turn off the power.
2. Open the card cover.
3. Hook your fingers over the protrusion edge of the card, and then pull the card straight out.

   • When the card is removed, the power turns on.

Protrusion edge

Method of Setting Card into SD Card Slot

To insert a card:

1. Turn off the power.
2. Open the card cover.
3. Insert the card with its contact surface (metal contact surface) facing backward into the Maestro.

Contact surface
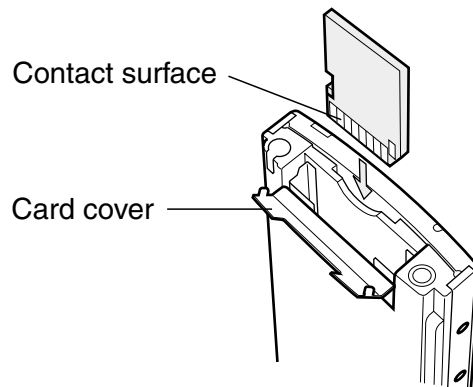
Card cover

To remove a card:

1. Turn off the power.
2. Open the card cover.
3. Lightly press down on the card until a clicking sound is heard. The card will pop out slightly from the slot.
4. Pull the card straight up to remove.
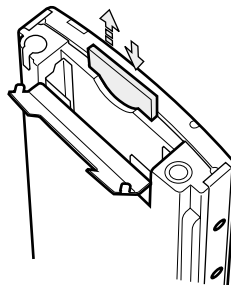
...✎ **Note** When storage cards are inserted in both the CF and SD card slots, one of them may only be accessible depending on the application or the Settings operation (typically, the first storage card inserted is accessed).

Typical examples:

- Notes of Pocket Outlook
- Saving destination selection of the Options item of the Tools menu of Pocket Word

13

How to Connect Earphone Headset with Remote

You can listen to the sound output from your Maestro by connecting the optional Earphone Headset with Remote. (See Quick start card.)

Insert the plug of the Earphone Headset with Remote into the stereo headphone jack as shown in the figure below.

Stereo headphone jack

...✎ **Note**   Use the specified Earphone Headset with Remote. If you use a different type of earphone, it may result malfunction.

The connectable pin size of the headphone/earphone is ø3.5 mm mini plug type.

How to Change the Color Panel

To remove the Color Panel, unlock in the direction of the arrow, as shown in the figure below, then detach the Color Panel by pulling it upward.

1.
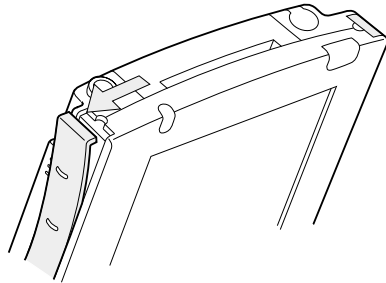
2.
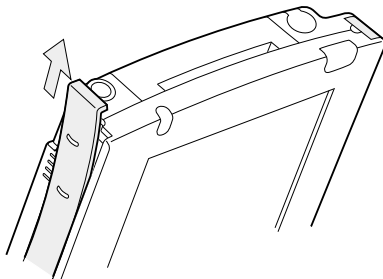
To attach a new Color Panel, insert it along the groove until locked.

How to Connect to the CDM-9100 Series

When the Maestro is connected to a cellular phone, you can access the Internet or send/receive e-mail.

....✐ **Note**   For more information on connecting to the Internet or e-mail, see Chapter 7.

Before connecting the Maestro to a cellular phone, please read your instruction manual on the cellular phone.

About connector cable:

Use the specified cellular cable (included).

To connect a cellular phone:

Before you connect your cellular phone to the Maestro, turn off both devices, and then connect each to the other as shown in the figure below.

Cellular Phone
(CDM-9100 Series)

Connector Cable (Included)
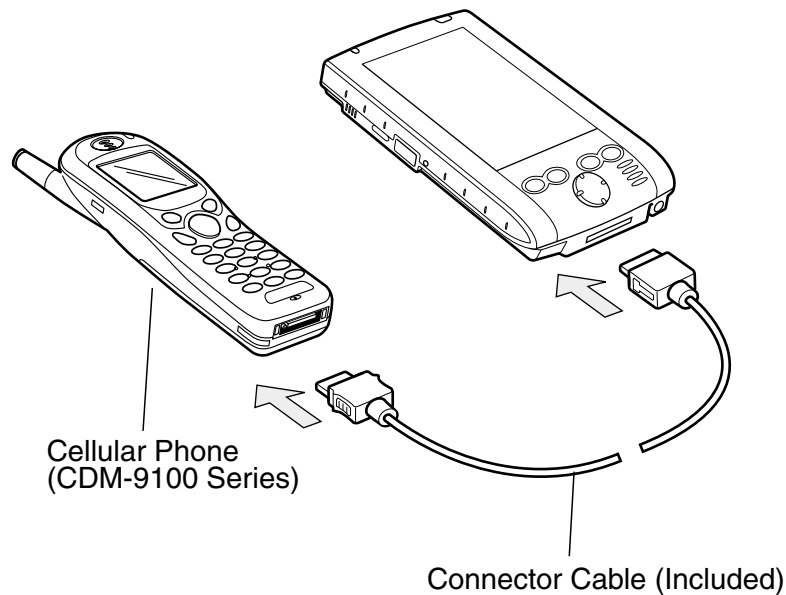
When disconnecting the cable from the cellular phone, push and hold in the lock buttons on both sides of the connector then pull the cable straight away from the phone.
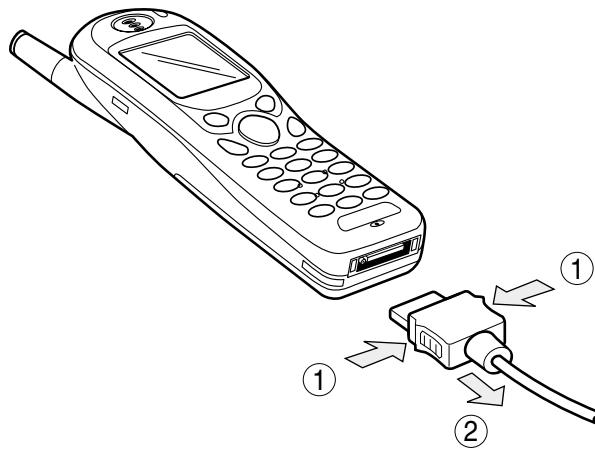
Note Do not turn off the power of the cellular phone or disconnect the cable during communication.

When connecting/disconnecting the cable, carefully handle it without bending the connecting interface.

When telecommunication conditions are poor or if you are in a moving vehicle, it may difficult to communicate correctly.

Connecting to a Desktop Computer

Before connecting your Maestro to a desktop computer, check the follows.

- ActiveSync has been installed on your desktop computer. (See Chapter 3.)
- Make sure that the Maestro is turned off.
- The position of the connecting port on the computer may differ according to the computer type. For more information, see the Instruction manual of your computer.
- Your computer has a free USB port for connection to the cradle.

To connect using the supplied USB cradle:

1. Connect the USB cradle to your desktop computer as shown in the illustration below.

USB port
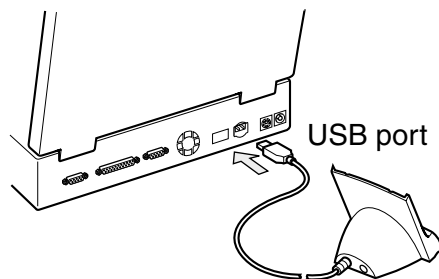
2. Insert the Maestro into the USB cradle.
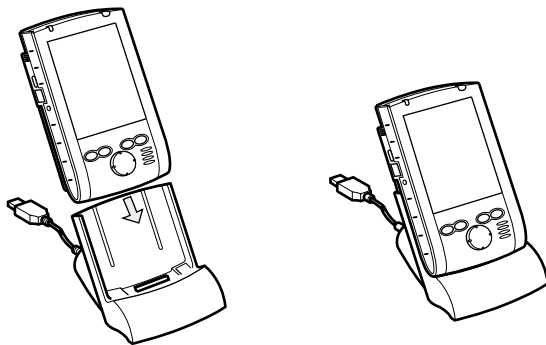
Make sure that the connector on the cradle is inserted into the port on the bottom of the Maestro. Data can not be transferred if the connection is not made.

When your Maestro is properly inserted into the cradle, your Maestro will turn on automatically and ActiveSync will open on your desktop computer automatically.

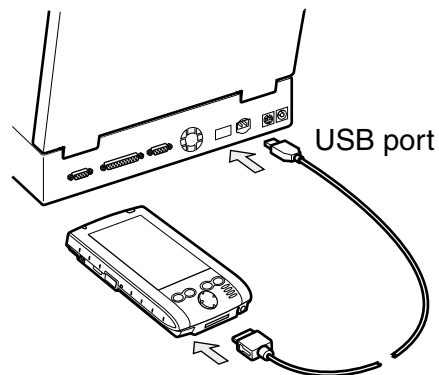**To connect using a separately sold serial cradle:**

1. Connect the serial cradle to the serial port of the desktop computer.

Serial port
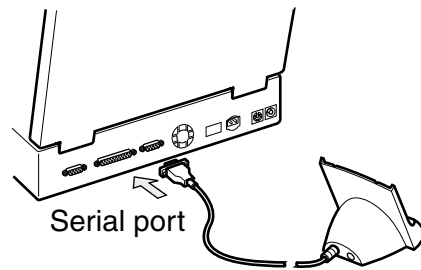
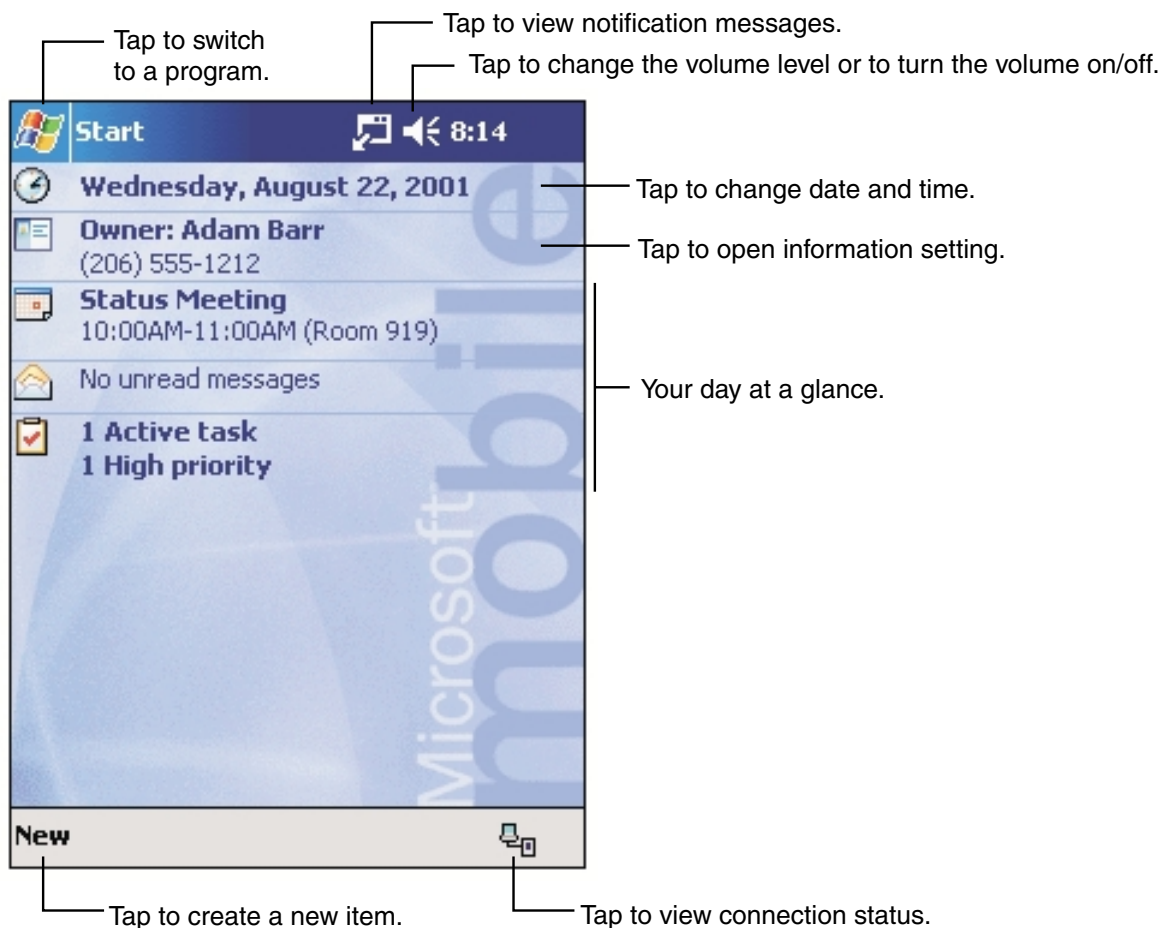**2.** Connect the Maestro to the serial cradle.

To connect directly using a connection cable:

Connect the Maestro directly to your desktop computer using the USB DATA interface cable (sold separately).

USB port

Today Screen

When you turn on your Maestro for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping 🪟 and then **Today**. On the Today screen, you can see at a glance important information for the day.

Tap to switch to a program.

Tap to view notification messages.

Tap to change the volume level or to turn the volume on/off.

Tap to change date and time.

Tap to open information setting.

Your day at a glance.

Tap to create a new item.

Tap to view connection status.

19

Following are some of the status icons you may see.

Status Icon	Meaning
◀€	Turns all sounds on and off and changes the volume level
⊡	Batteries are charging
▭	Batteries are low
▯!	Batteries are very low
▰	Batteries are full
◂ıl	Connection is active
⊕	Synchronization is beginning or ending
◂ıl	Synchronization is occurring
👤	Notification that one or more instant messages were received
✉	Notification that one or more e-mail messages were received

...✎ **Note** If more notification icons need to be displayed than there is room to display them, the Notification icon, ⬮, will display. Tap the icon to view all notification icons.

Programs

You can switch from one program to another using the ![icon] menu. (You can customize which programs you see on this menu. For information, see "Adding or Removing Programs," later in this chapter.) To access programs, not listed on the drop down menu, tap ![icon] , **Programs**, then the program name.

You can also switch to certain programs by pressing a program button. Your Maestro has 5 program buttons located on the front or side of the Maestro. The icons on the buttons on the front of the unit identify the programs they activate. Factory set programs are (from left to right) Calendar, Tasks, Home and Contact. The program button on the side is Notes for voice recording.

...✎ **Note**   Some programs have abbreviated labels for check boxes and drop-down menus. To see the full spelling of an abbreviated label, tap and hold the stylus on the label. Drag the stylus off the label so that the command is not carried out.

The 5 program buttons on your Maestro Pocket PC are programmable to active other programs than the preset programs.

The following table contains a partial list of programs that are on your Maestro. Look on the Maestro Companion CD for additional programs that you can install onto your Maestro.

Icon	Program	Description
![icon]	ActiveSync	Synchronize information between your Maestro and desktop computer.
![icon]	Calendar	Keep track of your appointments and create meeting requests.
![icon]	Contacts	Keep track of your friends and colleagues.
![icon]	Inbox	Send and receive e-mail messages.
![icon]	Pocket Internet Explorer	Browse Web and WAP sites, and download new programs and files from the Internet.
![icon]	Notes	Create handwritten or typed notes, drawings, and recordings.
![icon]	Tasks	Keep track of your tasks.
![icon]	Pocket Excel	Create Excel spreadsheets or view and edit Excel spreadsheets created on your desktop computer.
![icon]	MSN Messenger	Send and receive instant messages with your MSN Messenger contacts.
![icon]	Pocket Word	Create new documents or view and edit Word documents created on your desktop computer.

Navigation Bar and Command Bar

The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to programs and close screens.

Use the command bar at the bottom of the screen to perform tasks in the open program. The command bar includes menu names, buttons, and the Input Panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

Tap to change volume or mute the Maestro.

Tap to quickly select a program you have recently used.

Tap to select a program.

Tap to see additional programs.

Tap to customize the Maestro.

New button.

Input panel button.

Menu names.

Buttons.
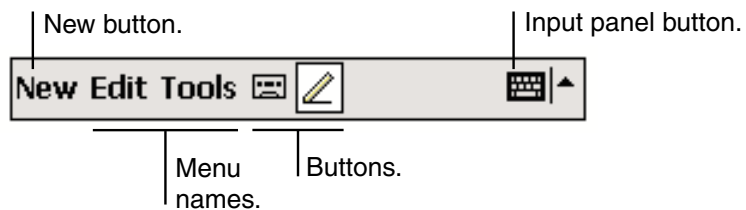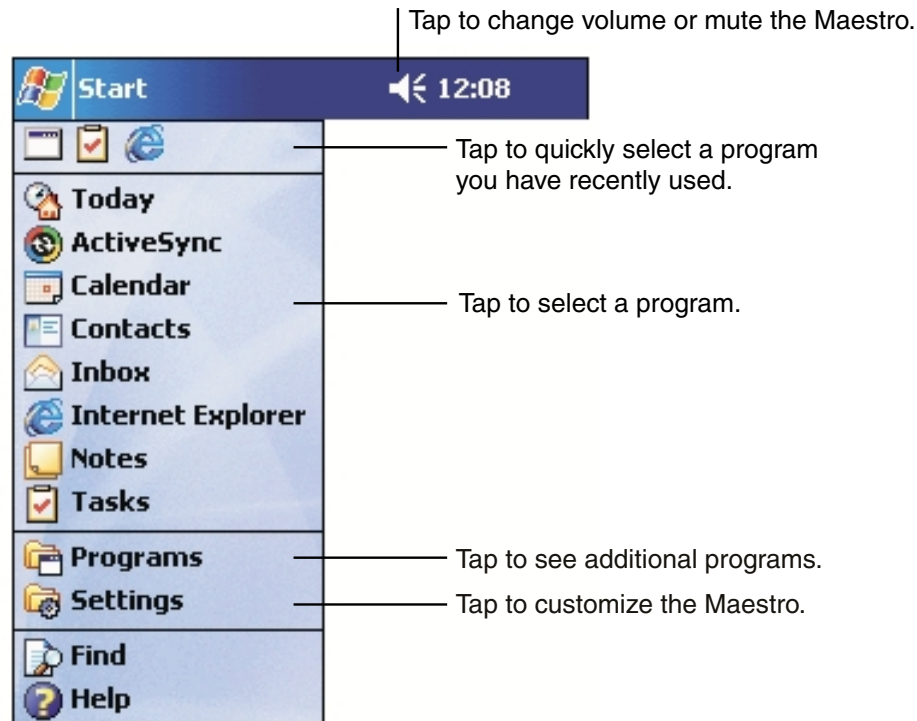
Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the item name that you want to perform the action on. You will see red circles form a circle around the spot you are holding the stylus to this screen, then the pop-up menu will appear. When the menu appears, lift the stylus, and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.

Tap and hold to display the pop-up menu.

Lift the stylus and tap the action you want.

Tap outside the menu to close it without performing an action.
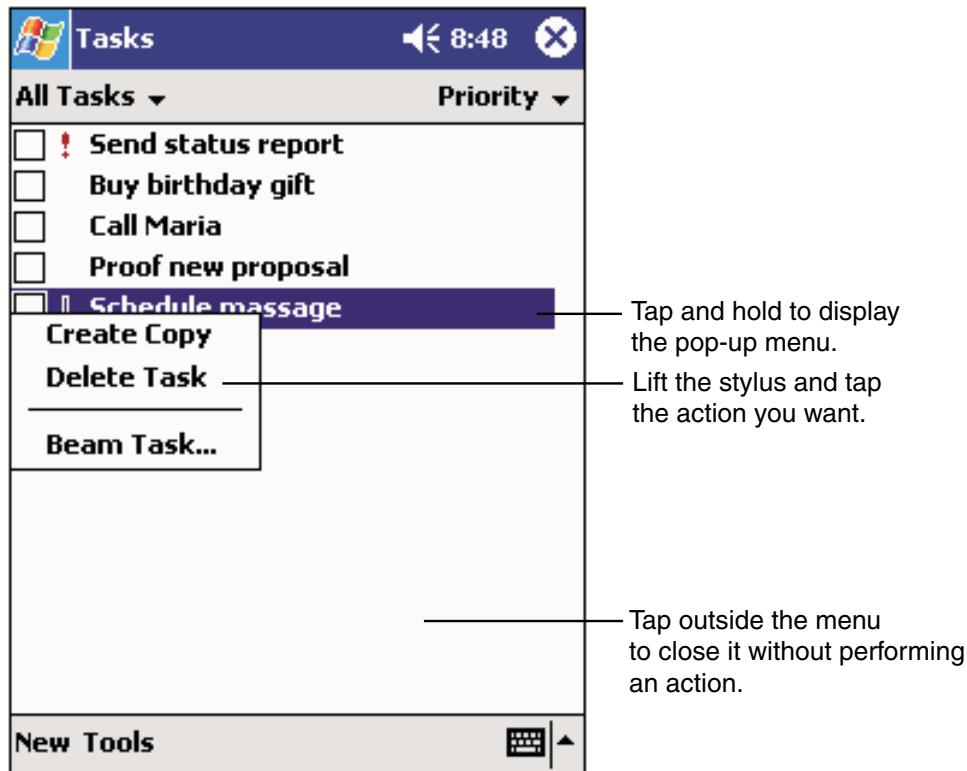
Notifications

Your Maestro reminds you in a variety of ways when you have something to do. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your Maestro.

To choose reminder types and sounds for your Maestro, tap 🏁 and then **Settings**. In the **Personal** tab, tap **Sounds & Notifications**. The options you choose here apply throughout the Maestro.

Enter Information on Your Maestro

You have several options for entering new information:

- Use the input panel to enter typed text, by using the soft keyboard or other input method.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your Maestro microphone to record a message.
- Use Microsoft® ActiveSync® to synchronize or copy information from your desktop computer to your Maestro. For more information on ActiveSync, see ActiveSync Help on your desktop computer.

Entering Text Using the Input Panel

Use the input panel to enter information in any program on your Maestro. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the Input Panel button. Tap the arrow next to the Input Panel button to see your choices.
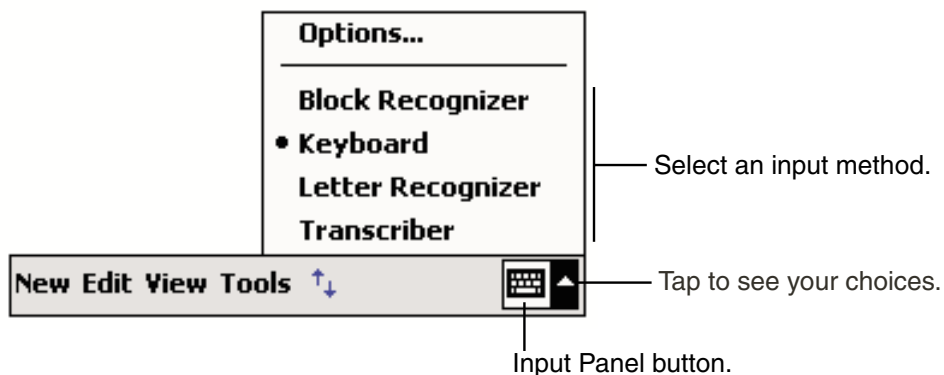
When you use the input panel, your Maestro anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your Maestro, the more words it learns to anticipate.

Tap here if this is the right word.
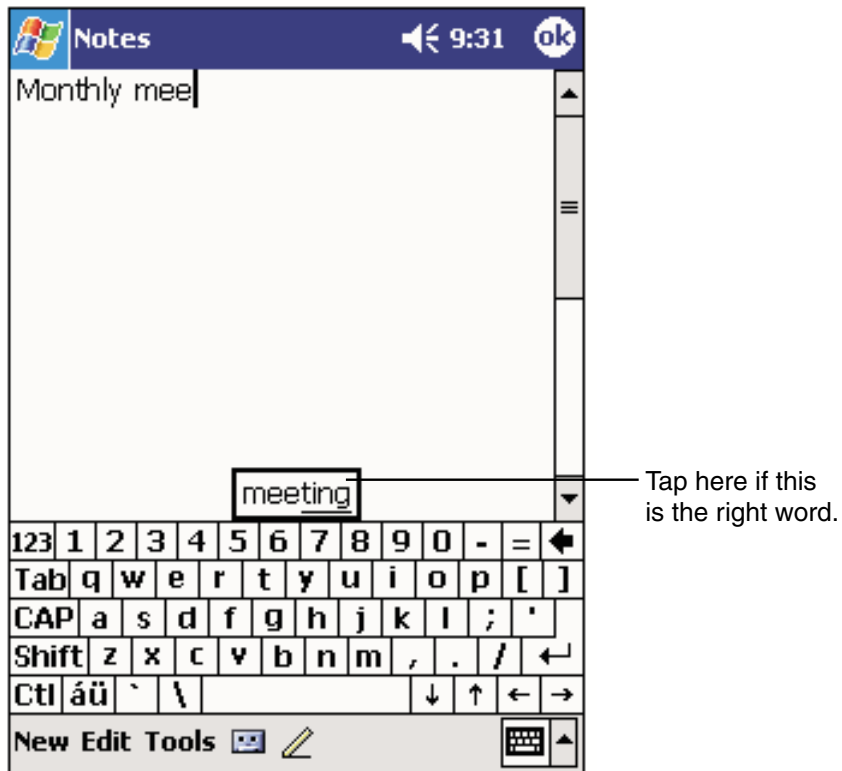
...✎ **Note** To change word suggestion options, such as the number of words suggested at one time, tap [icon] , **Settings**, **Persona**l tab, **Input**, and then the **Word Completion** tab.

To type with the soft keyboard:

1. Tap the arrow next to the Input Panel button and then **Keyboard**.
2. On the soft keyboard that is displayed, tap the keys with your stylus.

To use Letter Recognizer:

With Letter Recognizer you can write letters using the stylus just as you would on paper.

1. Tap the arrow next to the Input Panel button and then **Letter Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the question mark next to the writing area.

To use Block Recognizer:

With Block Recognizer you can input character strokes using the stylus that are similar to those used on other devices.

1. Tap the arrow next to the Input Panel button and then **Block Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, with Block Recognizer open, tap the question mark next to the writing area.

To use Transcriber:

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information. Then, pause and let Transcriber change the written characters to typed characters.

1. Tap the arrow next to the Input Panel button and then **Transcriber**.
2. Write anywhere on the screen.

For specific instructions on using Transcriber, with Transcriber open, tap the question mark in the lower right hand corner of the screen.

To select typed text:

If you want to edit or format typed text, you must select it first.

- Drag the stylus across the text you want to select.

You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

Writing on the Screen

In any program that accepts writing, such as the Notes program and the **Notes** tab in Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

To write on the screen:

- Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.
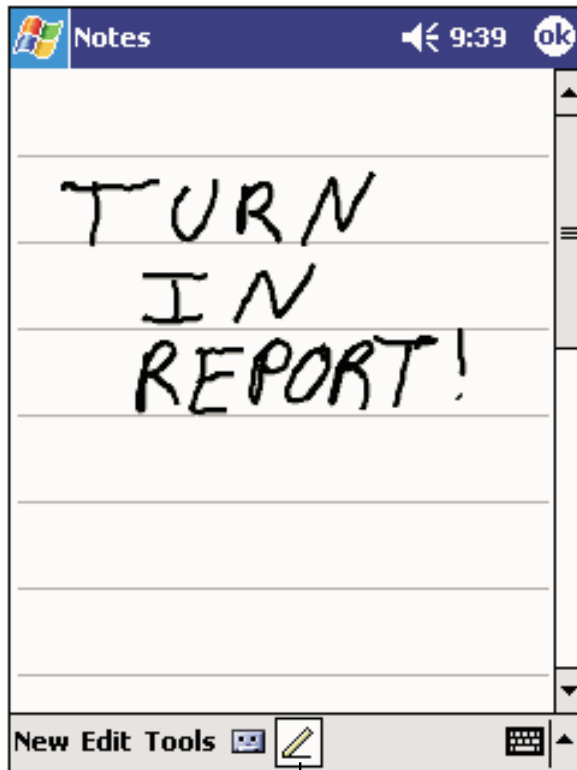
Tap the Pen button and use your stylus like a pen.

...📝 **Note** Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

To select writing:

If you want to edit or format writing, you must select it first.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears.

2. Without lifting, drag the stylus across the text you want to select.

If you accidentally write on the screen, tap **Tools**, then **Undo** and try again. You can also select text by tapping the Pen button to deselect it and then dragging the stylus across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the **Edit** menu.

27

To convert writing to text:

- Tap **Tools** and then **Recognize**.

If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognized, it is left as writing.
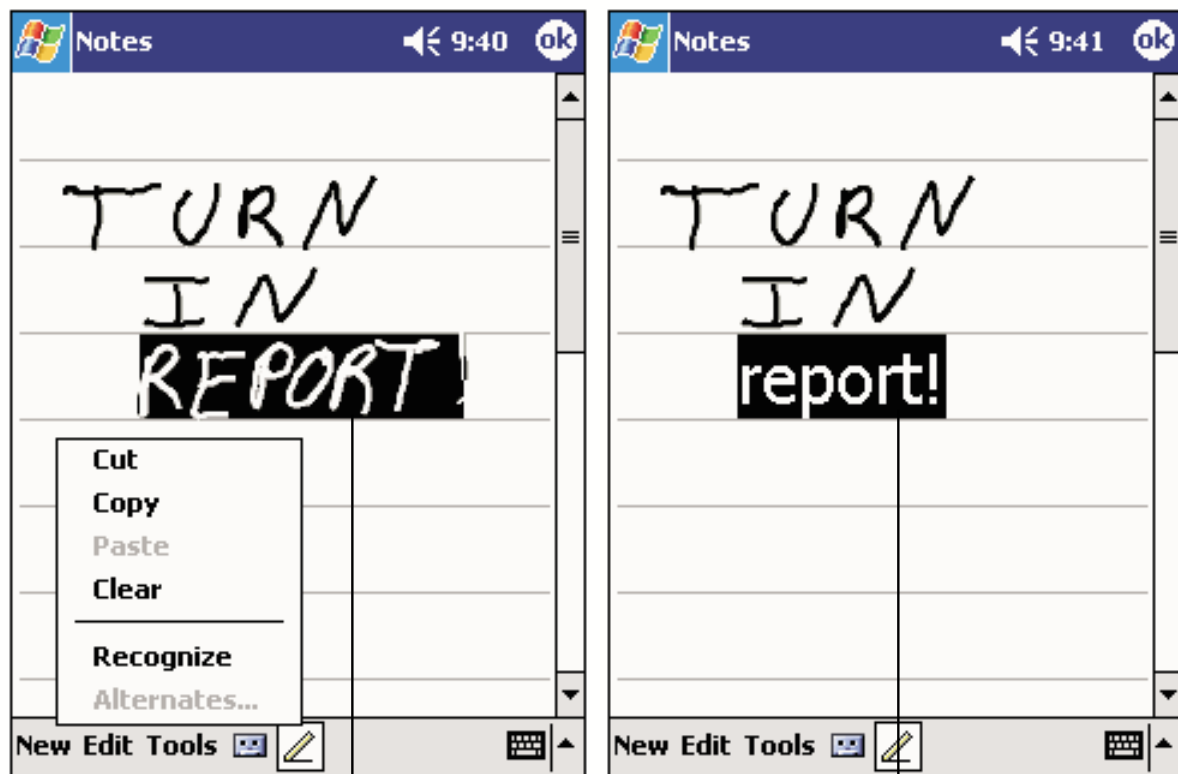
Select the text you want to convert and tap Recognize on the pop-up menu.

The writing is turned into text.

If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.

Tap to return to your original writing.

Or, tap the word you want to use.
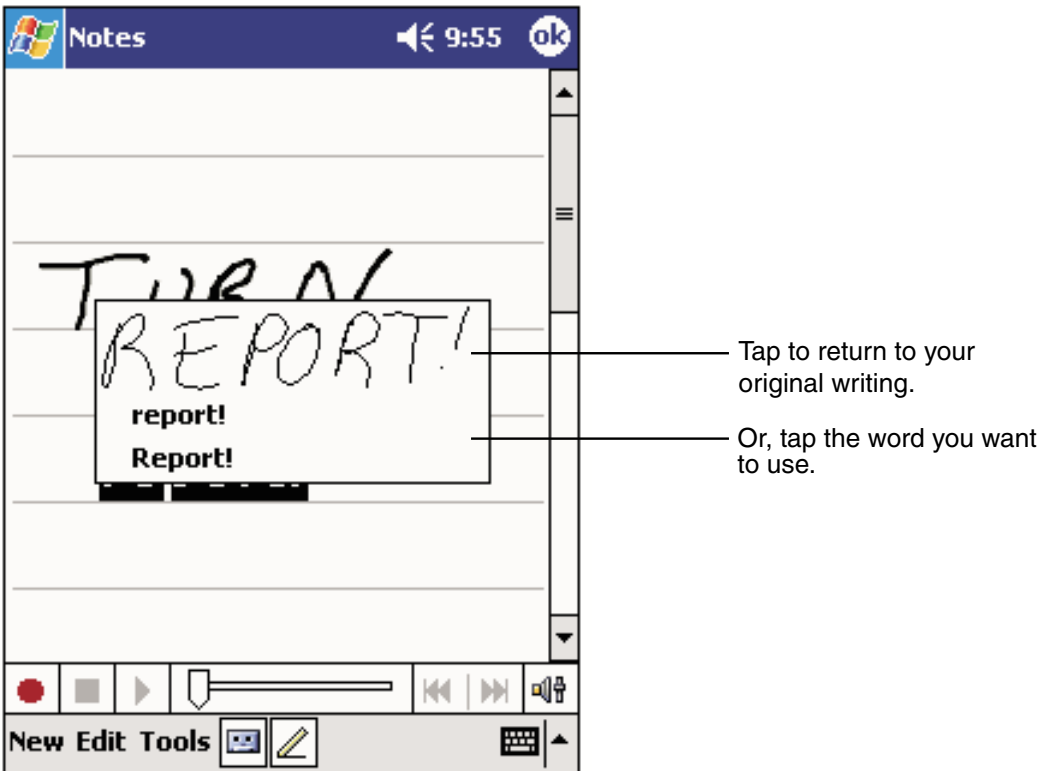
Tips for getting good recognition:

- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the **Tools** menu.
- Write the letters of a word closely and leave big gaps between words so that the Maestro can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

To create a drawing:

- Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.
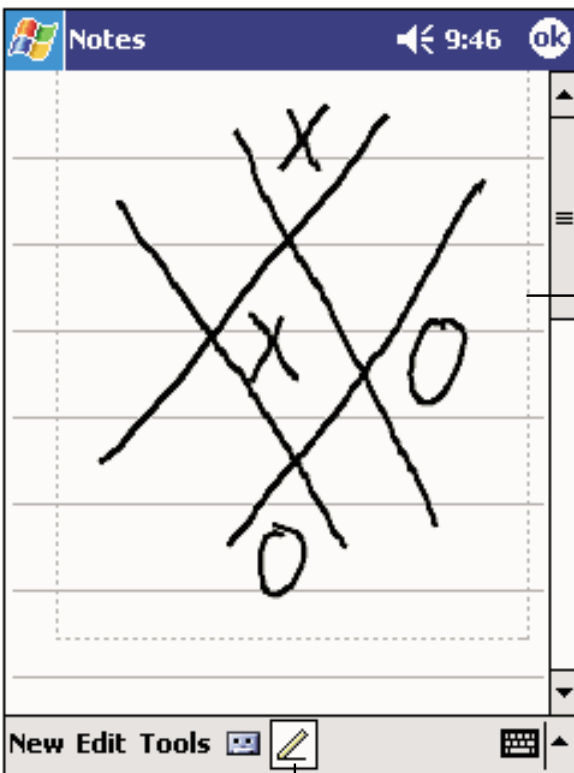
The drawing box indicates the boundaries of the drawing.

Pen button.

Note You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.

To select a drawing:

If you want to edit or format a drawing, you must select it first.

- Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** button is not selected, and drag a selection handle.

Recording a Message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

To create a recording:

1. Hold your Maestro's microphone near your mouth or other source of sound.
2. Press and hold the Record hardware button on your Maestro until you hear a beep.
3. While holding down the Record button, make your recording.
4. To stop recording, release the **Record** button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

...✎ **Note** You can also make a recording by tapping the Record button on the Recording toolbar.

To play a recording, tap it in the list or tap its icon in the note.

Indicates an embedded recording.

Tap to begin recording.

Tap to show or hide the Recording toolbar.

31
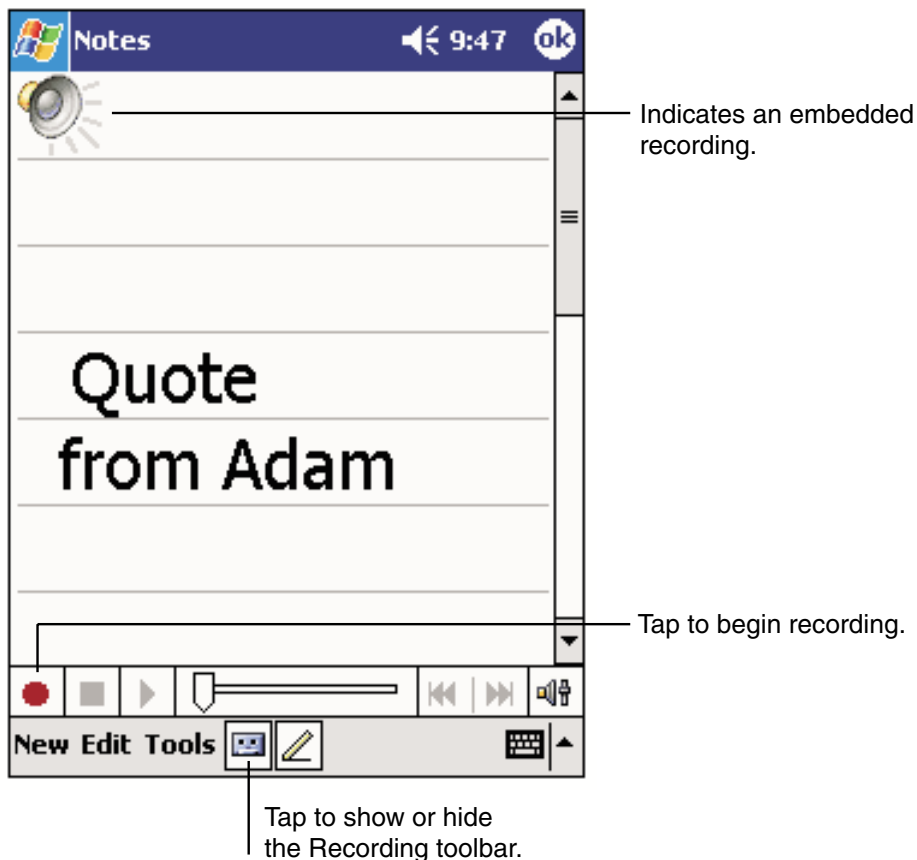
Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and tap a message.

Tap to select a prewritten message.
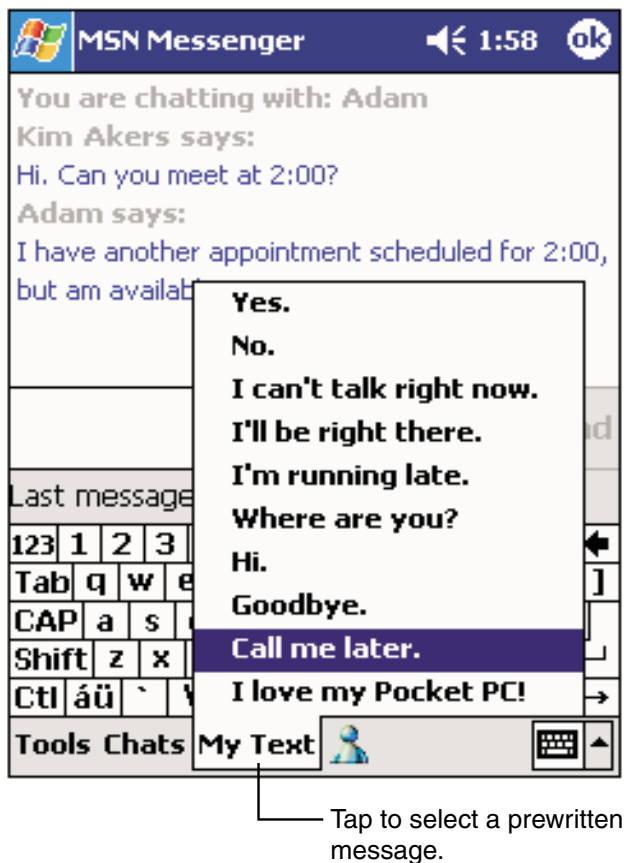
...𝒫 Note   You can add text after inserting a My Text message before sending it.

To edit a My Text message, in the **Tools** menu, tap **Edit** and then tap **My Text Messages**. Select the message you wish to edit and make desired changes.

Find and Organize Information

The Find feature on your Maestro helps you quickly locate information.

- On the 🏁 menu, tap **Find**. Enter the text you want to find, select a data type, and then tap Go to start the search.

...✎ **Note**   To quickly find information that is taking up storage space on your Maestro, select **Larger than 64 KB** in **Type**.

You can also use the File Explorer to find files on your Maestro and to organize these files into folders. On the 🏁 menu, tap **Programs**, and then **File Explorer**.

Tap to change folders.

Select the sort order for the list.

Tap the folder name to open it.

Tap and hold to create a new folder.
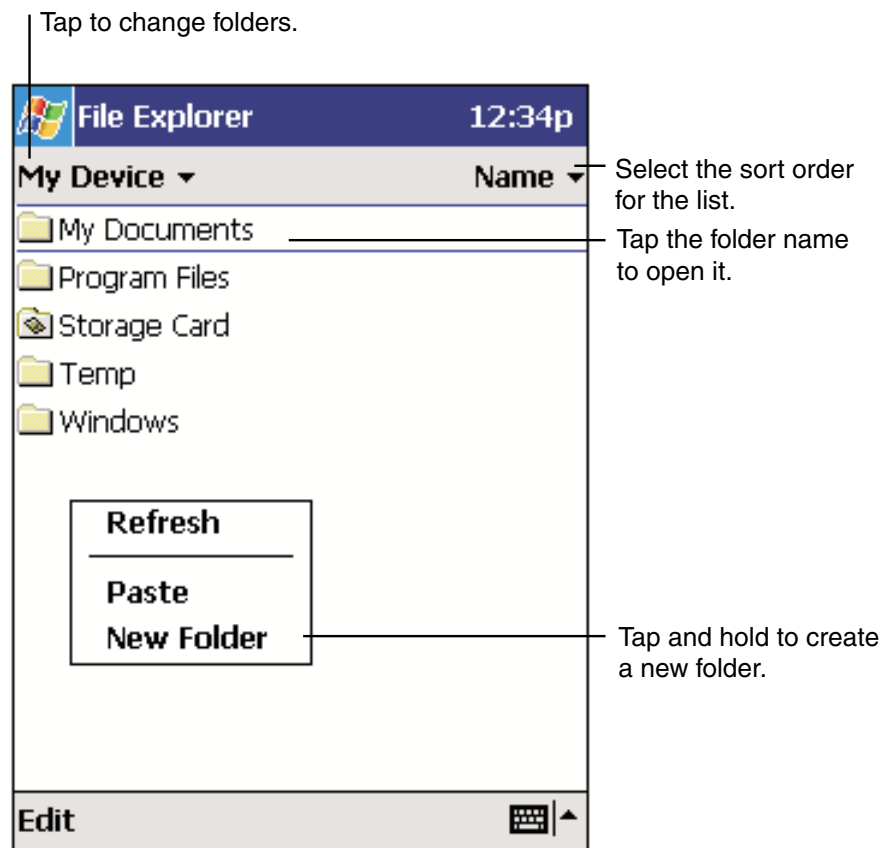
...✎ **Note**   You can move files in File Explorer by tapping and holding the item you want to move, and then tapping **Cut** or **Copy** and **Paste** on the pop-up menu.

33

Customize Your Maestro

You can customize your Maestro by adjusting the settings and installing additional software.

Adjusting Settings

You can adjust the settings to suit your preferences. To see available options, tap [icon], **Settings**, then the **Personal** or **System** tab located at the bottom of the screen.

You might want to adjust the following settings and so on:

- **Remove Programs**
- **Password**
- **Front Light**
- **Power**
- **Memory**

Adding or Removing Programs

Programs added to your Maestro at the factory are stored in ROM (read-only memory). You cannot remove this software, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a *.xip extension. All other programs and data files added to your Maestro after factory installation are stored in RAM (random access memory).

You can install any program created for your Maestro, as long as your Maestro has enough memory. The most popular place to find software for your Maestro is on the Pocket PC Web site (http://www.microsoft.com/mobile/pocketpc).

... Note If you update ROM programs using special installation programs with a *.xip extension, do not use the backup data which you made before updating ROM programs.

To add programs using ActiveSync:

You'll need to install the appropriate software for your Maestro on your desktop computer before installing it on your Maestro.

1. Determine your Maestro and processor type so that you know which version of the software to install. Tap [icon] and then **Settings.** On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.

2. Download the program to your desktop computer (or insert the CD or disk that contains the program into your desktop computer). You may see a single *.xip, *.exe, or *.zip file, a Setup.exe file, or several versions of files for different Maestro types and processors. Be sure to select the program designed for the Pocket PC and your Maestro processor type.

3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

4. Connect your Maestro and desktop computer.

5. Double-click the *.exe file.

- If the file is an installer, the installation wizard will begin. Follow the directions on the screen. Once the software has been installed on your desktop computer, the installer will automatically transfer the software to your Maestro.

- If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Maestro. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your Maestro. For more information on copying files using ActiveSync, see ActiveSync Help.

Once installation is complete, tap ![icon], **Programs**, and then the program icon to switch to it.

To add a program directly from the Internet:

1. Determine your Maestro and processor type so that you know which version of the software to install.

Tap ![icon] and then **Settings**. On the **System** tab, tap **About**. In the **Version** tab, make a note of the information in **Processor**.

2. Download the program to your Maestro straight from the Internet using Pocket Internet Explorer. You may see a single *.xip, *.exe or *.zip file, a Setup.exe file, or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your Maestro processor type.

3. Read any installation instructions, Read Me files, or documentation that comes with the program. Many programs provide special installation instructions.

4. Tap the file, such as a *.xip or *.exe file. The installation wizard will begin. Follow the directions on the screen.

To add a program to the Start menu:

Tap ![icon], **Settings**, **Menus**, the **Start Menu** tab, and then the check box for the program. If you do not see the program listed, you can either use File Explorer on the Maestro to move the program to the Start Menu folder or use ActiveSync on the desktop computer to create a shortcut to the program and place the shortcut in the Start Menu folder.

- **Using File Explorer on the Maestro**: Tap ![icon], **Programs**, **File Explorer**, and locate the program (tap the folder list, labeled **My Documents** by default, and then **My Device** to see a list of all folders on the Maestro). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows folder, tap and hold a blank area of the window, and tap **Paste** on the pop-up menu.

  The program will now appear on the ![icon] menu. For more information on using File Explorer, see "Find and Organize Information," earlier in this chapter.

- **Using ActiveSync on the desktop computer**: Use the Explorer in ActiveSync to explore your Maestro files and locate the program. Right-click the program, and then click **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut now appears on the ![icon] menu. For more information, see ActiveSync Help.

35

To remove programs

- Tap ![icon] and then **Settings**. On the **System** tab, tap **Remove Programs.**

If the program does not appear in the list of installed programs, use File Explorer on your Maestro to locate the program, tap and hold the program, and then tap **Delete** on the pop-up menu.

Setting Password

You can protect data or settings from a third person by setting a password which is requested when turning power on.

1. Tap ![icon] and then **Settings**. On the **Personal** tab, tap **Password**.
2. Select the type of password you would like to use.

Your password must be four numerals.

Your password must be at least seven characters long and contain a combination of uppercase letters, lowercase letters, numerals or punctuation.

Select how long your Maestro must be turned off before the password is required to use your Maestro.
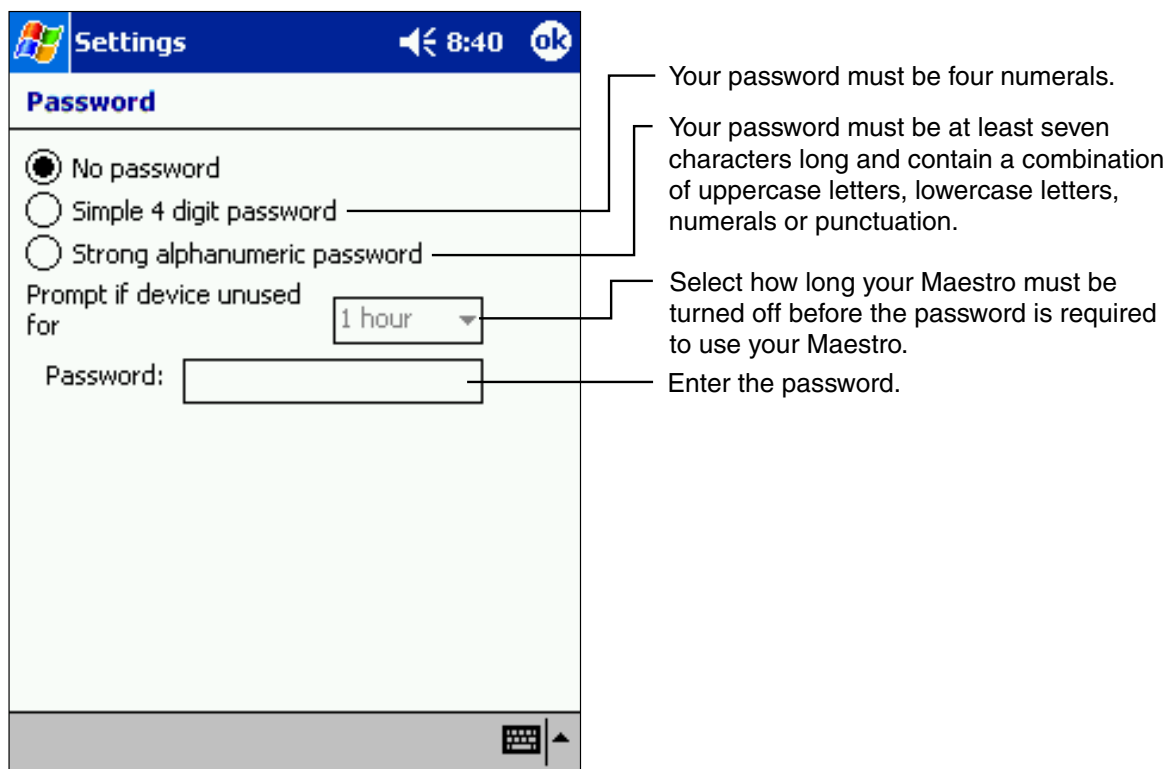
Enter the password.

3. Enter a password and tap **OK**.
4. Tap **YES** on the confirmation screen. The password is saved and the screen returns to the Personal tab screen.

✎ **Note** If you tap **YES** on the confirmation screen to return to the Personal tab screen, it becomes necessary to enter the password even for displaying the Password setting screen.

In case you forget the password, it is necessary to initialize the Maestro. Please note that when initialization is executed, data or settings stored in the Maestro are all deleted.

To Set the Front Light

You can set the screen brightness for better sight according to a place of use. You can also set the time that elapses until the front light turns off automatically after the last operation.

1. Tap ![icon] and then **Settings**. On the **System** tab, tap **Front Light**.
2. Set the Front Light.

Check to make the front light turn off automatically when the Maestro hasn't been used for a user-set amount of time.

Set the time that elapses until the front light turns off automatically.

Check to make the front light turn off automatically when the AC Adapter (external power) is in use.

Tap and set the front light brightness level from the list. If Power Save is activated, the front light turns off.

3. When finished, tap **OK** to return to the System tab screen.

37
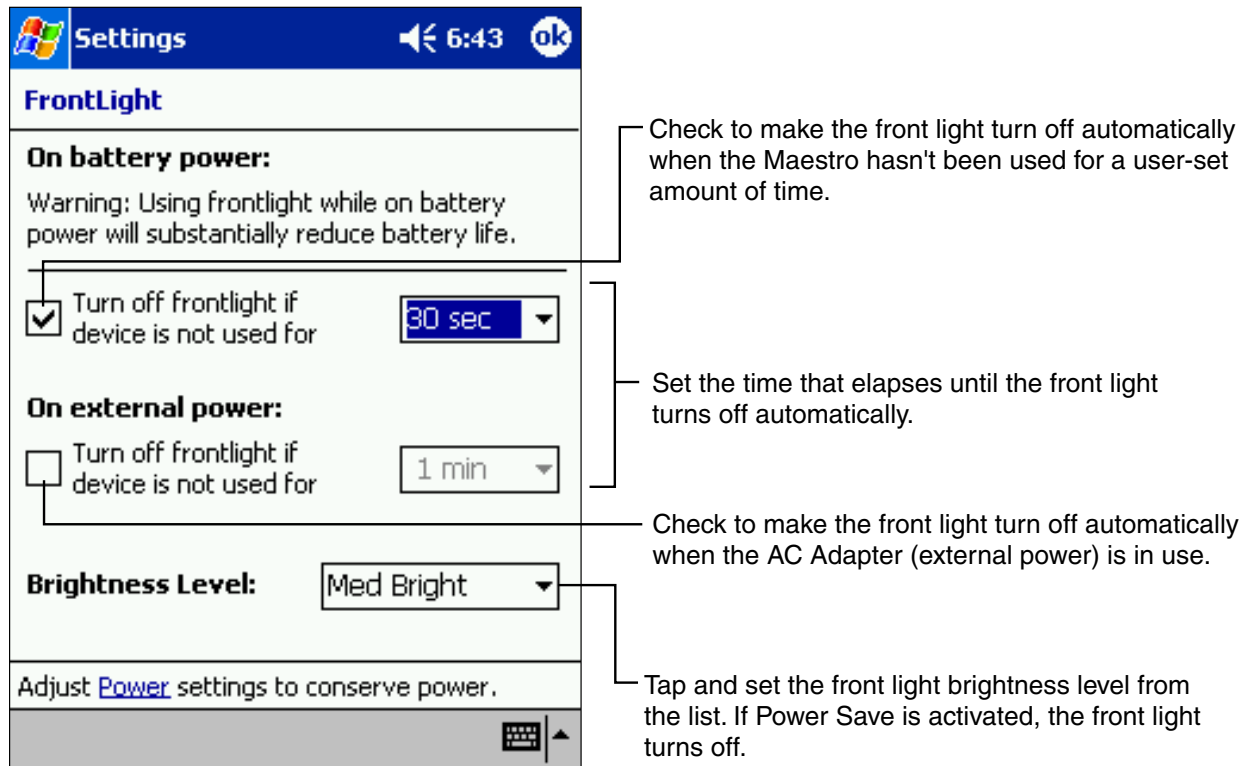
Setting Power

You can set to confirm the built-in battery remaining power and the time that elapses until the power turns off after the last operation.

1. Tap ![Start icon] and then **Settings**. On the **System** tab, tap **Power**.

2. Set the Power.

Displays the built-in battery remaining power.

Check to make the power turn off automatically when the Maestro hasn't been used for a user-set amount of time.

Set the time that elapses until the power turns off automatically.

Check to make the power turn off automatically when the AC Adapter (external power) is in use.

Check here to make the power be supplied to the CF card even when suspend is on.

3. When finished, tap **OK** to return to the System tab screen.

38
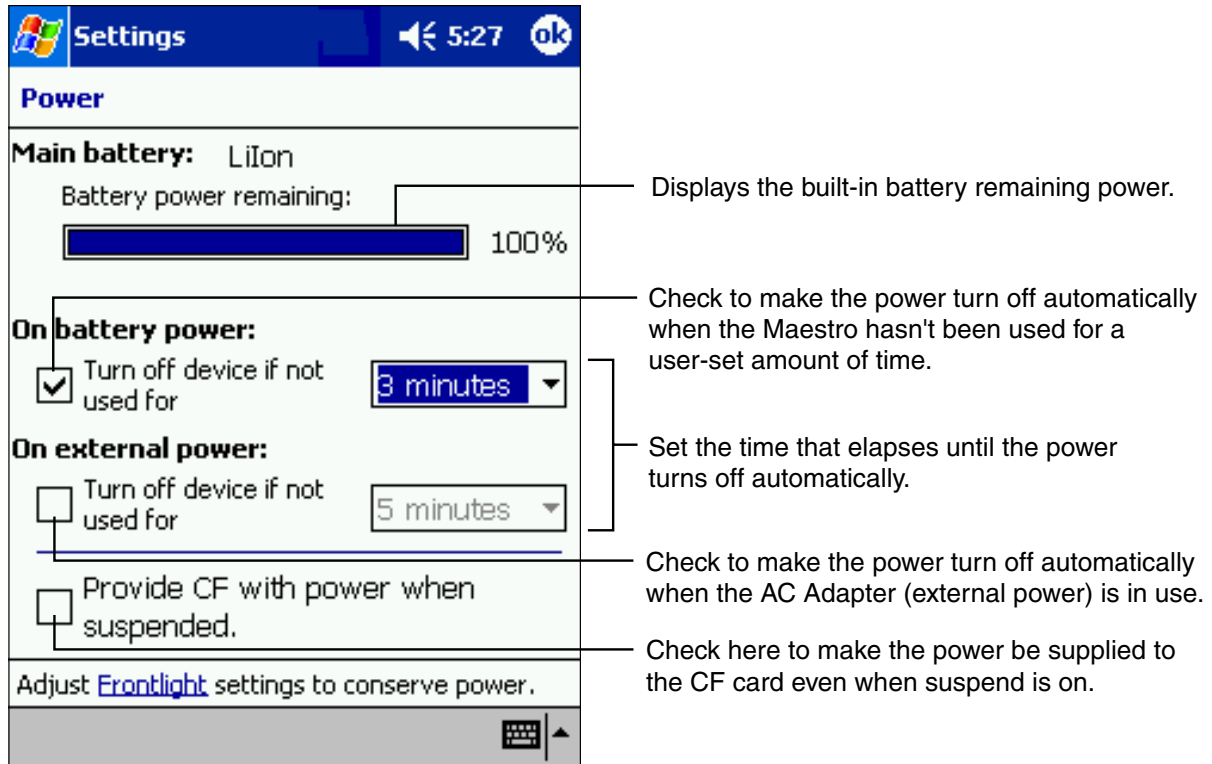
Setting Memory

You can adjust the data storing memory and the program running memory. You can also confirm the free space of a storage card and so on. Memory for the Maestro is managed automatically.

To change Memory allocation:

1. Tap ![icon] and then **Settings**. On the **System** tab, tap **Memory** to display the Memory setting screen.

2. Drag the knob widthwise to adjust the memory allocation between Storage and Program.

3. When finished, tap **OK** to return to the System tab screen.

To confirm usage status of a storage card:

1. Tap **Storage Card** tab on the Memory setting screen.

Capacity of a storage card being inserted

Free space
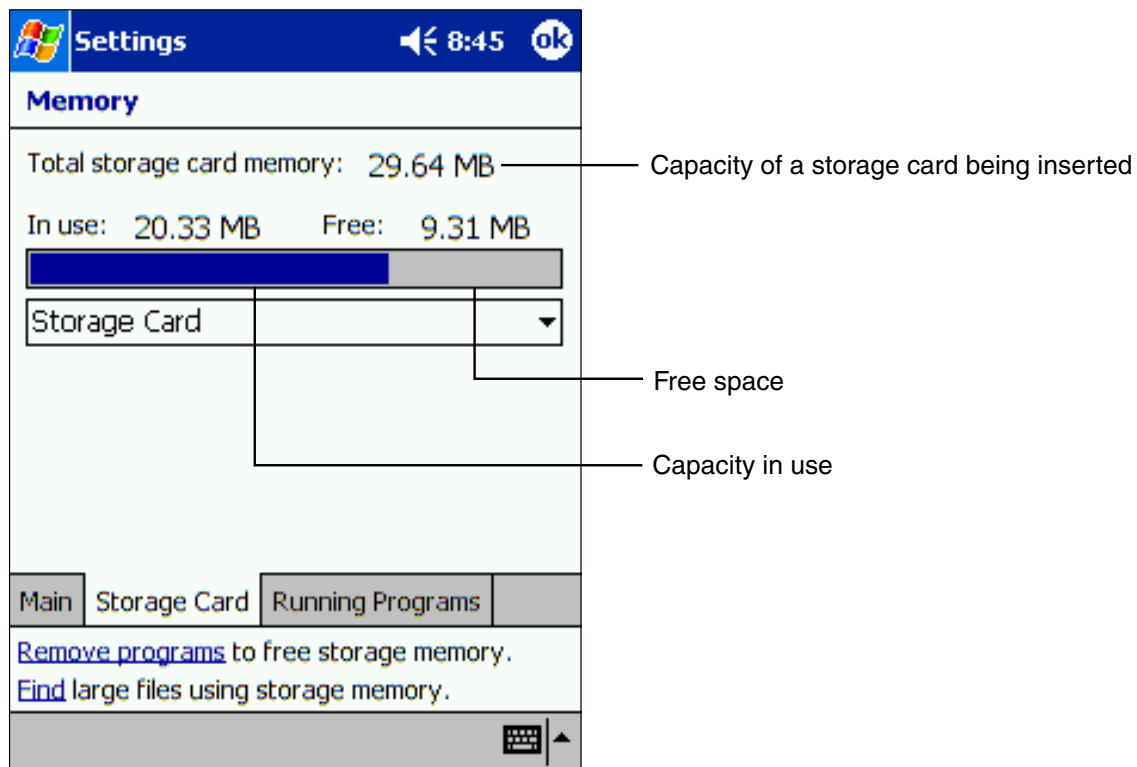
Capacity in use

2. When finished, tap **OK** to return to the System tab screen.

To release memory:

If memory is running short of its capacity, i.e., error message display, the following methods are available to release the memory.

- Transfer data to a storage card and the like and delete them from the Maestro.
- Delete unnecessary files.
- Quit a program in execution.
- Delete a program not in use.

...✎ **Note** For more information on detailed operation method or the memory release method other than the above, see online help.

Chapter 3

Microsoft ActiveSync

Using Microsoft® ActiveSync®, you can synchronize the information on your desktop computer with the information on your Maestro. Synchronization compares the data on your Maestro with your desktop computer and updates both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your Maestro with Microsoft Outlook data on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your Maestro and desktop computer. Your files are automatically converted to the correct format.

Note By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types.

With ActiveSync, you can also:

- Back up and restore your Maestro data.
- Copy (rather than synchronize) files between your Maestro and desktop computer.
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

Before you begin synchronization, install ActiveSync on your desktop computer from the Maestro Companion CD. For more information on installing ActiveSync, see your Quick Start card. ActiveSync is already installed on your Maestro.

After installation is complete, the ActiveSync Setup Wizard helps you connect your Maestro to your desktop computer, set up a partnership so you can synchronize information between your Maestro and your desktop computer, and customize your synchronization settings. Your first synchronization process will automatically begin when you finish using the wizard.

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your Maestro. You'll notice that information you've stored in Microsoft Outlook on your desktop computer has been copied to your Maestro and you didn't have to type a word. Disconnect your Maestro from your computer and you're ready to go!

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your Maestro. To switch to ActiveSync on your Maestro, tap 🏁, and then tap **ActiveSync**.

Note that if you have a wireless LAN card, you can synchronize remotely from your Maestro.

For information about using ActiveSync on your desktop computer, start ActiveSync on your desktop computer, and then see ActiveSync Help.

View connection status.

Tap to connect and synchronize.

Tap to stop synchronization.

View synchronization status.

Tap to synchronize via IR or change synchronization settings.
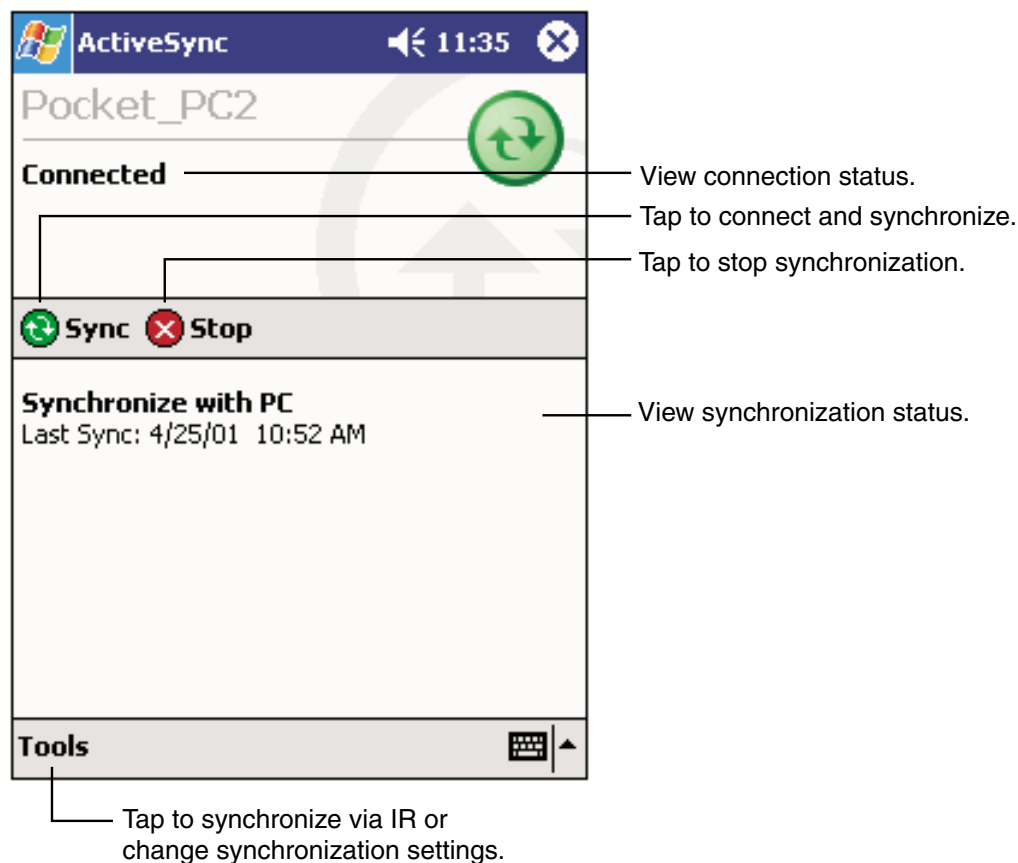
For more information about ActiveSync on your Maestro, switch to ActiveSync, tap 🏁, and then tap **Help**.

43

Chapter 4

Microsoft Pocket Outlook

Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync®, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your Maestro. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your Maestro and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on the desktop computer.

You can switch to any of these programs by tapping them on the 🎏 menu.

Calendar: Scheduling Appointments and Meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views by tapping one of the 5 view icons at the bottom of the screen or by pressing the Calendar Program (button#1 on front of your Maestro).

Tap to go to today.

Tap to display or edit the appointment details.

Tap to switch between the 5 views (Agenda, Day, Week, Month and Year).

Tap to create a new appointment.
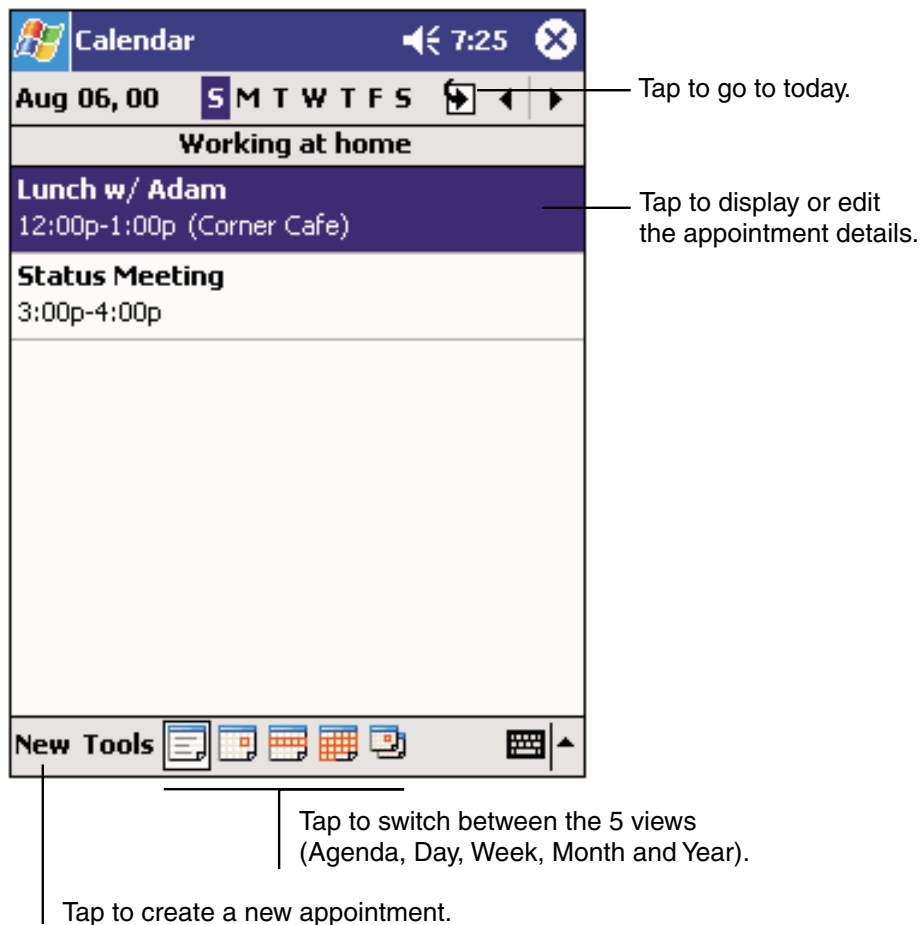
...📝 **Note** You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

45

To create an appointment:

If you are in Day or Week view, tap the desired date and time for the appointment.

1. Tap **New**.

Tap to return to the calendar
(the appointment is saved
automatically).

Tap to choose from
predefined text.

Tap to choose from
previously entered locations.

Tap to select a time.

Tap to select a date.

Notes is a good place
for maps and directions.
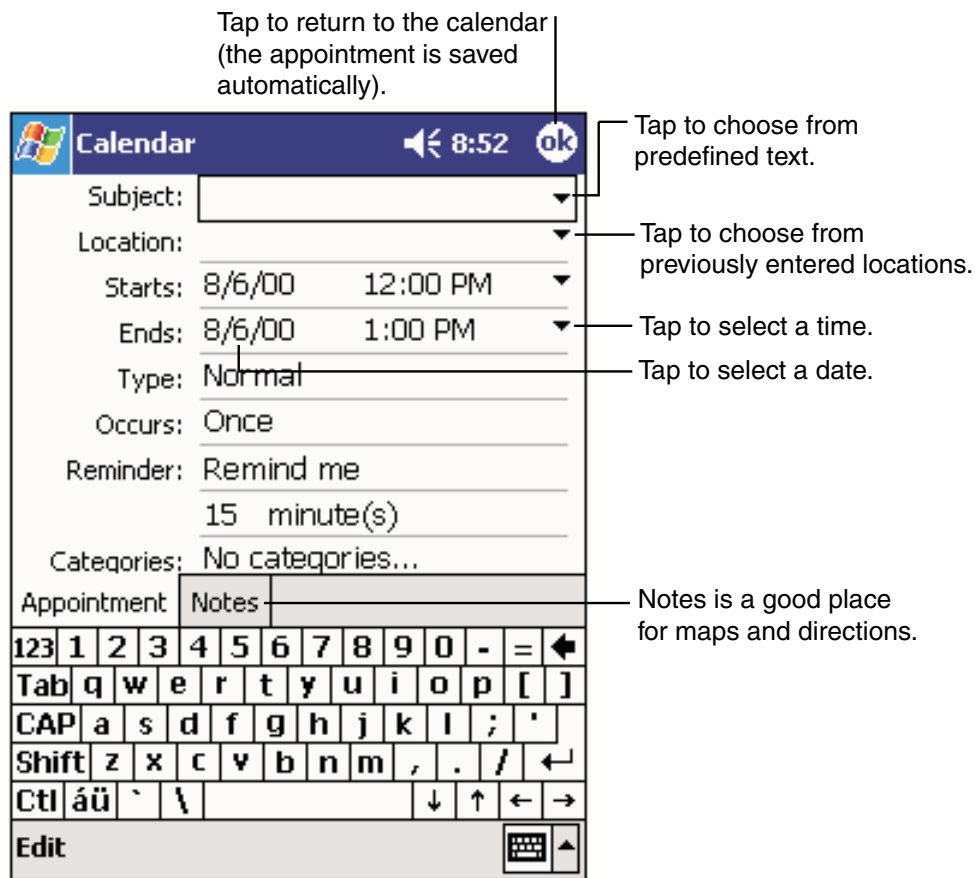
2. Using the input panel, enter a description and a location. Tap first to select the field.

3. If needed, tap the date and time to change them.

4. Enter other desired information. You will need to hide the input panel to see all available fields.

5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.

6. When finished, tap **OK** to return to the calendar.

✒ **Note**   If you select **Remind me** in an appointment, your Maestro will remind you according to the options set in 🏁, **Settings, Personal** tab, **Sounds & Notifications**.

Using the Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.

View appointment details.

View.

Tap to change appointment.
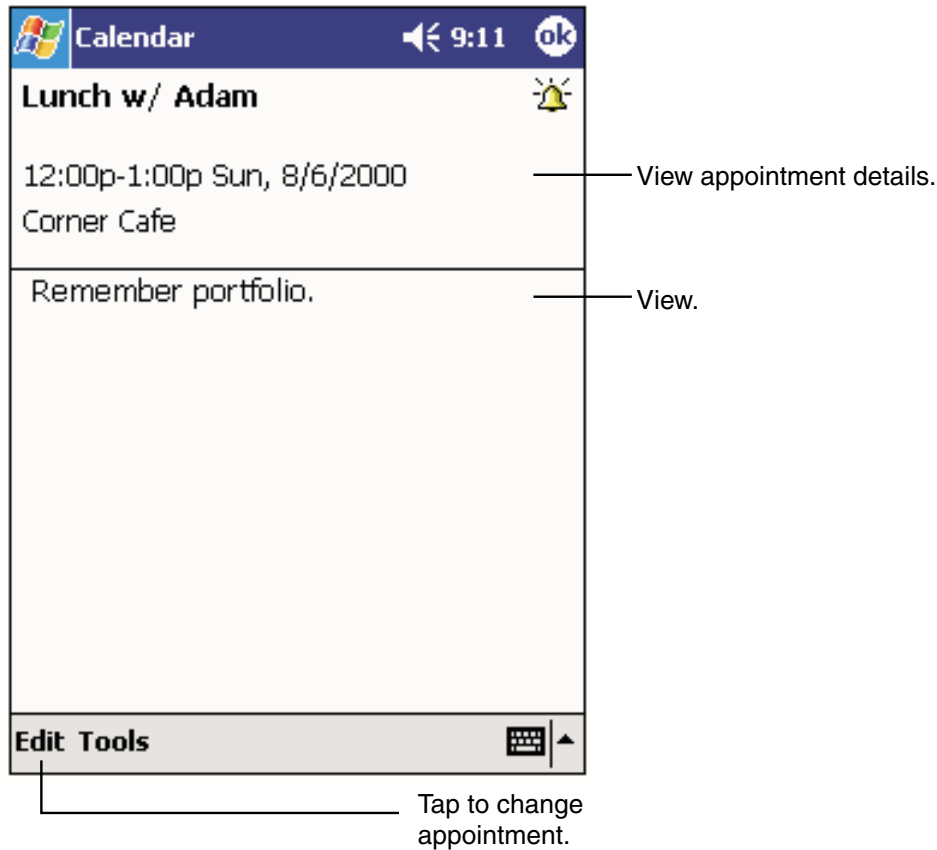
Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server. Indicate how you want meeting requests sent by tapping **Tools** and then **Options**. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1. Create an appointment.

2. In the appointment details, hide the input panel, and then tap **Attendees**.

3. From the list of e-mail addresses you've entered in Contacts, select the meeting attendees.

The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the Maestro.

Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the Maestro infrared (IR) port, you can quickly share Contacts information with other device users.
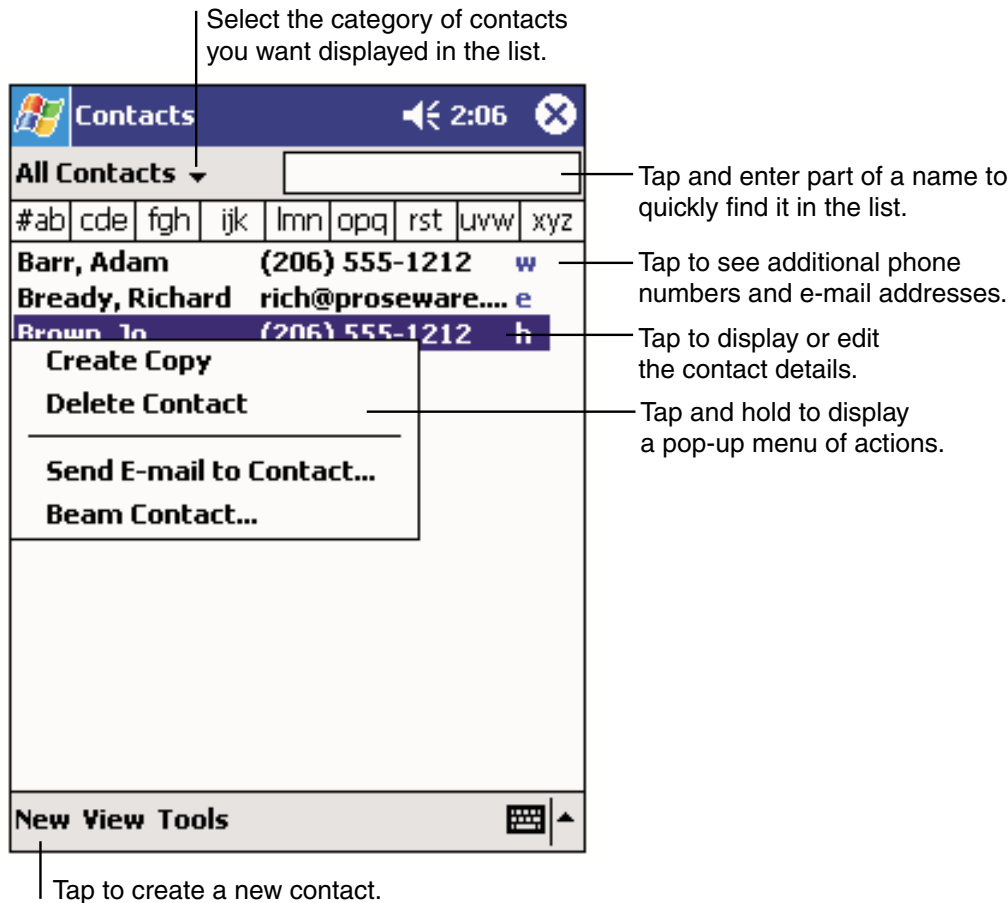
Select the category of contacts you want displayed in the list.

Tap and enter part of a name to quickly find it in the list.

Tap to see additional phone numbers and e-mail addresses.

Tap to display or edit the contact details.

Tap and hold to display a pop-up menu of actions.

Tap to create a new contact.

...✎ **Note**   To change the way information is displayed in the list, tap **Tools** and then **Options.**

To create a contact:

1. Tap **New**.

Tap to return to the contact list (the contact is saved automatically).

Scroll to see more fields.

Notes is a good place for maps and directions.

2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.

3. To assign the contact to a category, scroll to and tap **Categories** and select a category from the list. In the contact list, you can display contacts by category.

4. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.

5. When finished, tap **OK** to return to the contact list.

Finding a contact

There are four ways to find a contact:

- In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.

- In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.

- To view the names of companies your contacts work for, in the contact list, tap **View > By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

- Tap **Find**, enter the contact name, select **Contacts** for the type, and then tap **Go**.

49

Using the Summary Screen

When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.

View contact details.

Tap to view notes.

Tap to change contact information.

Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do.

Select the category of tasks
you want displayed in the list.

Select the sort order
of the list.

Indicates high priority.

Tap to display or edit
the task details.

Tap and hold to display
a pop-up menu of actions.

Tap to create a new task.

Note To change the way information is displayed in the list, tap **Tools** and then **Options**.

To create a task:

1. Tap **New**.

Tap to return to the task list (the task is saved automatically).

Tap to choose from predefined subjects.

Notes is a good place for maps and drawings.

2. Using the input panel, enter a description.

3. You can enter a start date and due date or enter other information by first tapping the field. If the input panel is open, you will need to hide it to see all available fields.

4. To assign the task to a category, tap **Categories** and select a category from the list. In the task list, you can display tasks by category.

5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing Thoughts and Ideas," later in this chapter.
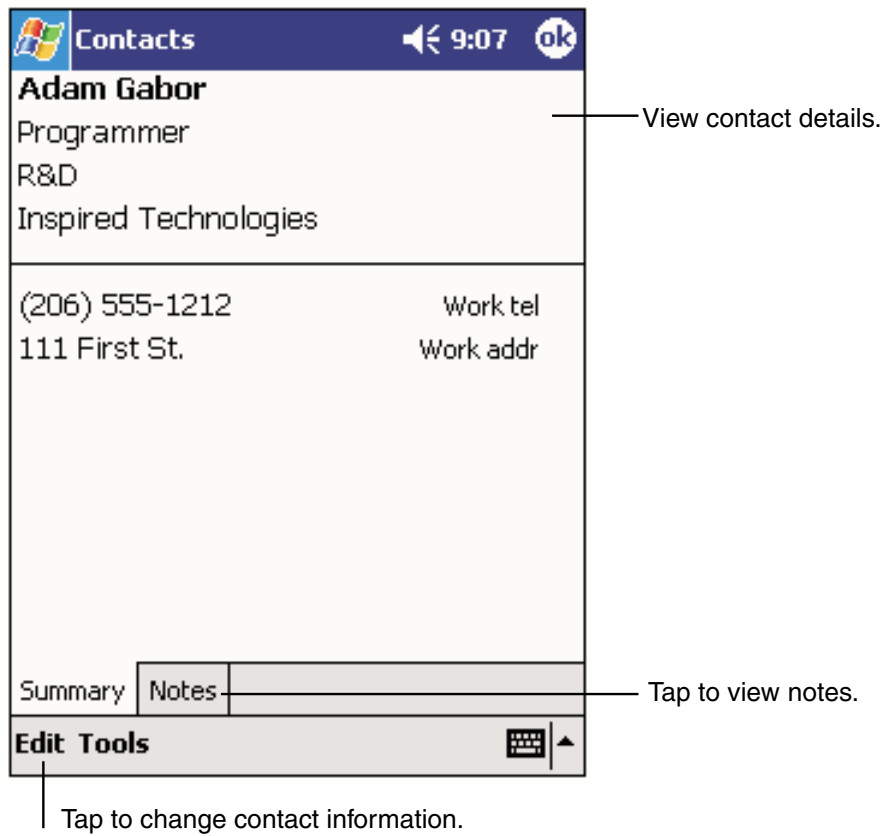
6. When finished, tap **OK** to return to the task list.

...✎ **Note** To quickly create a task with only a subject, tap **Entry Bar** on the **Tools** menu. Then, tap **Tap here to add a new task** and enter your task information.
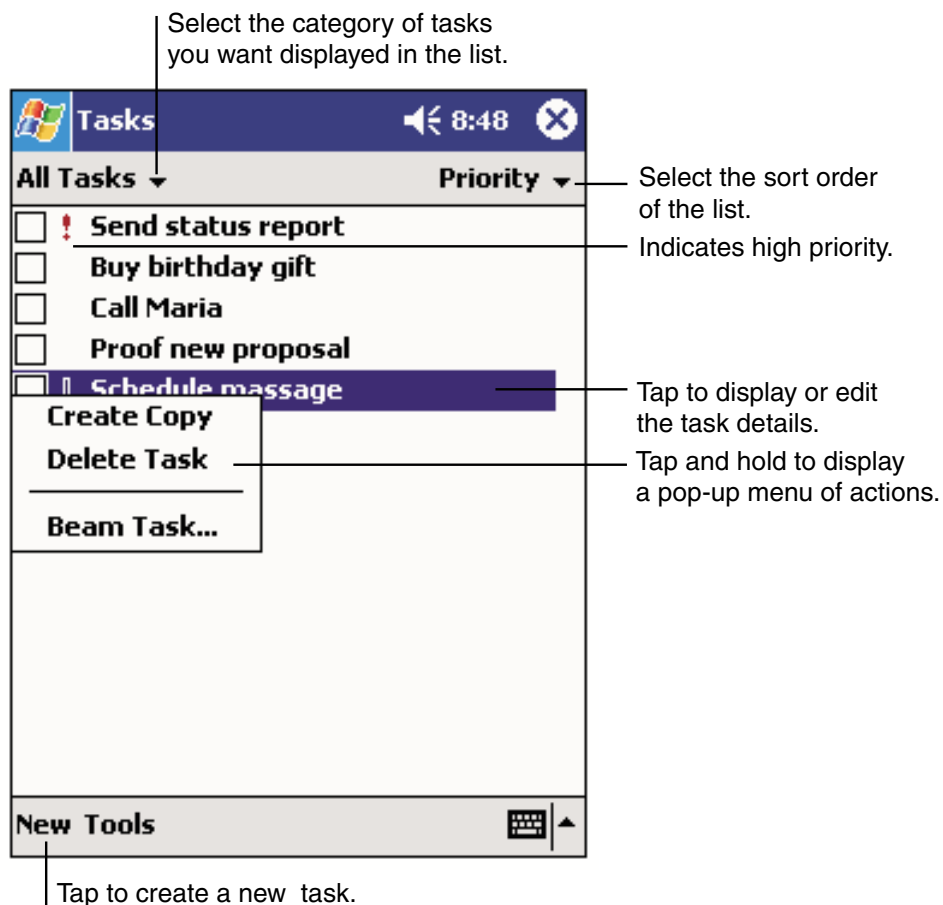
Using the Summary Screen

When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.

View task details.

Tap to show and hide additional summary information.

View notes.

Tap to change task.
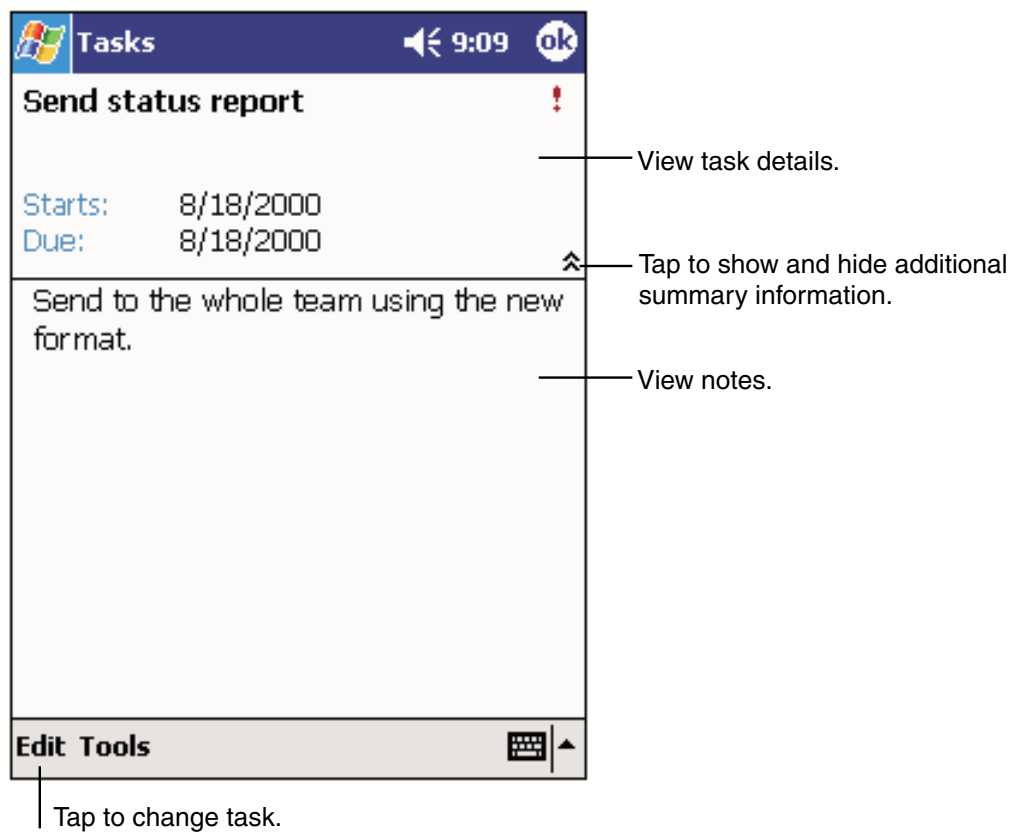
Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.

Tap to change the sort order of the list.

Tap to open a note or play a recording.

Tap and hold to display a pop-up menu of actions.

Tap to record.

Tap to show or hide the Recording toolbar.

Tap to create a new item.
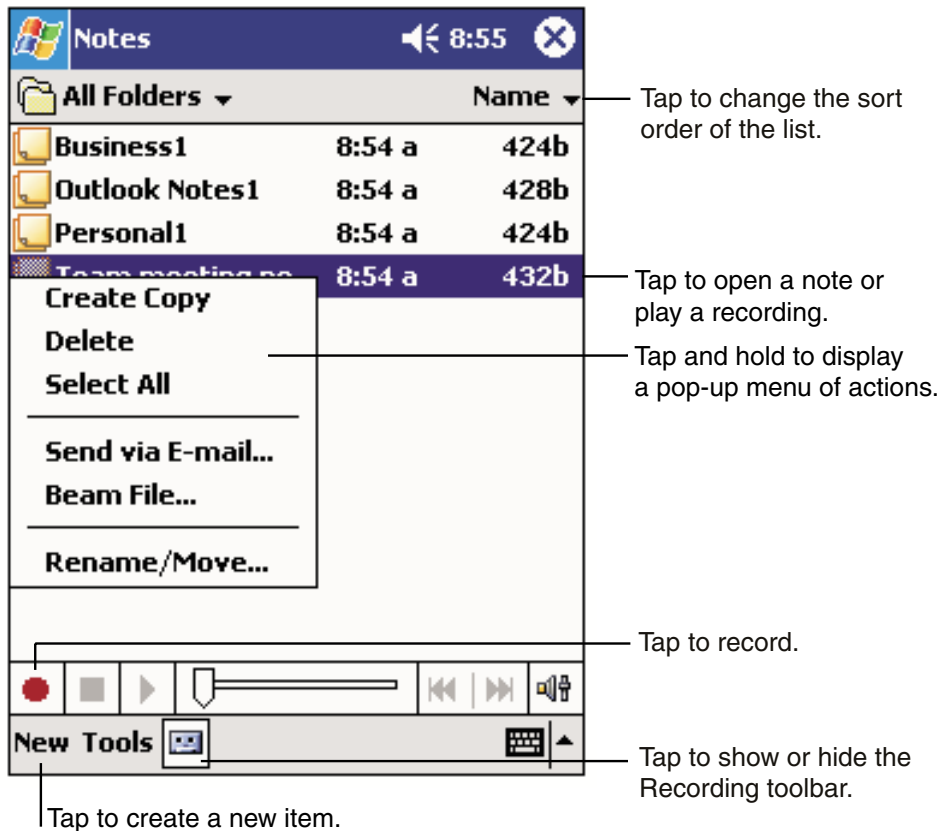
To create a note:

1. Tap **New**.
2. Create your note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

Tap to return to the note list (the note is saved automatically).

Tap to show or hide the input panel.

Tap to write on the screen.

Tap to add a recording to the note.
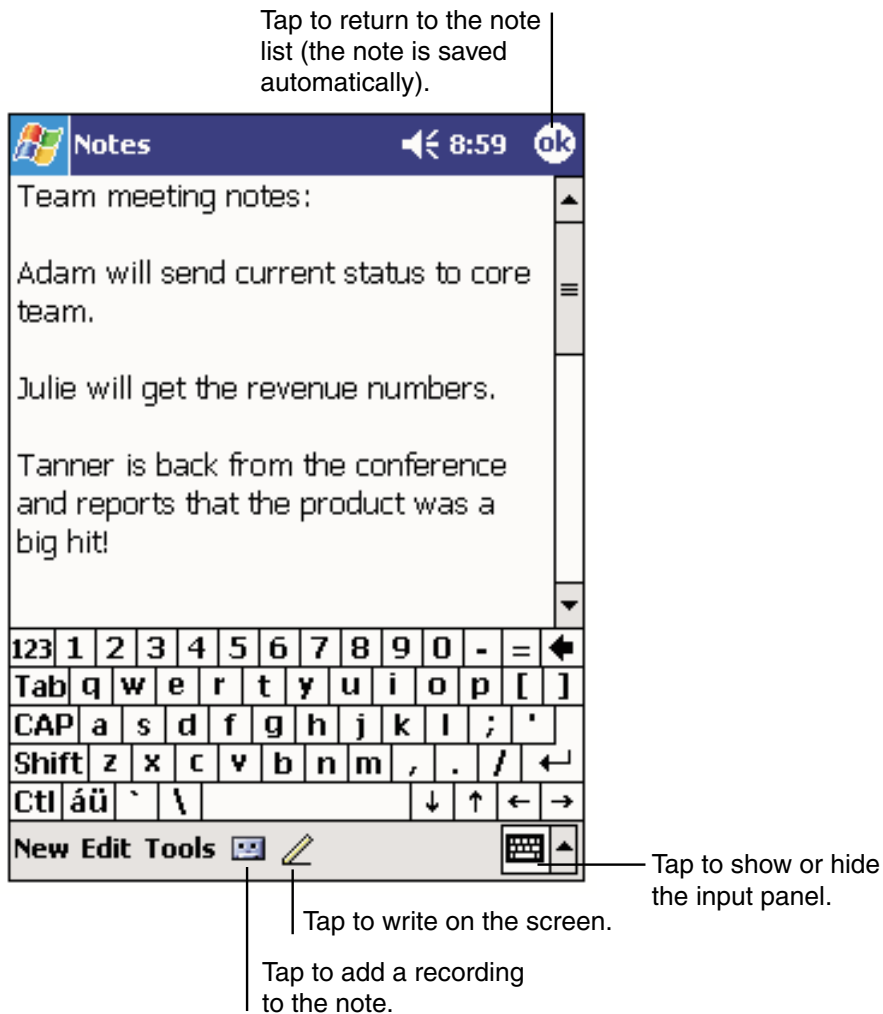
Inbox: Sending and Receiving E-mail Messages

Use Inbox to send and receive e-mail messages in either of these ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your Maestro. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size.
- E-mail messages in the Outbox folder on your Maestro are transferred to Exchange or Outlook, and then sent from those programs.
- E-mail messages in subfolders must be selected in ActiveSync on your desktop computer in order to be transferred.

...✎ **Note** You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 7.

Connecting Directly to an E-mail Server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or your wireless phone connected to your Maestro. You'll need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

When you connect to the e-mail server, new messages are downloaded to the Maestro Inbox folder, messages in the Maestro Outbox folder are sent, and messages that have been deleted on the e-mail server are removed from the Maestro Inbox folder.

Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your Maestro, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space on your Maestro.

When working offline, once you've downloaded new message headers or partial messages, you can disconnect from the e-mail server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you've marked for retrieval and sends the messages you've composed.

Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

Select the service and folder you want to display.

Select the sort order for messages.

Tap to open a message.

Tap and hold to display a pop-up menu of actions.

Tap to connect and to send and receive e-mail.

Tap to connect to the selected service.
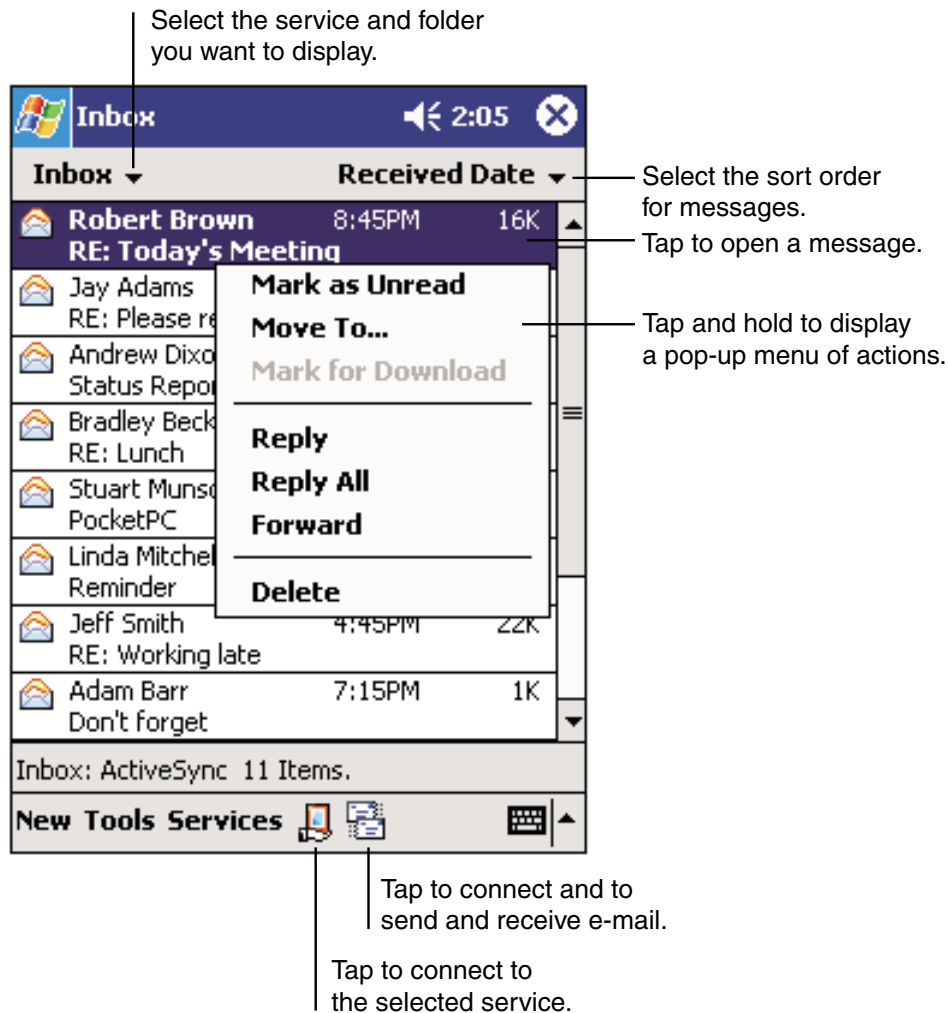
When you receive a message, tap it to open it. Unread messages are displayed in bold.

Tap to return to
the message list.

Tap to delete this message.

Tap to view the previous
or next message.

Tap to reply to or
forward this message.
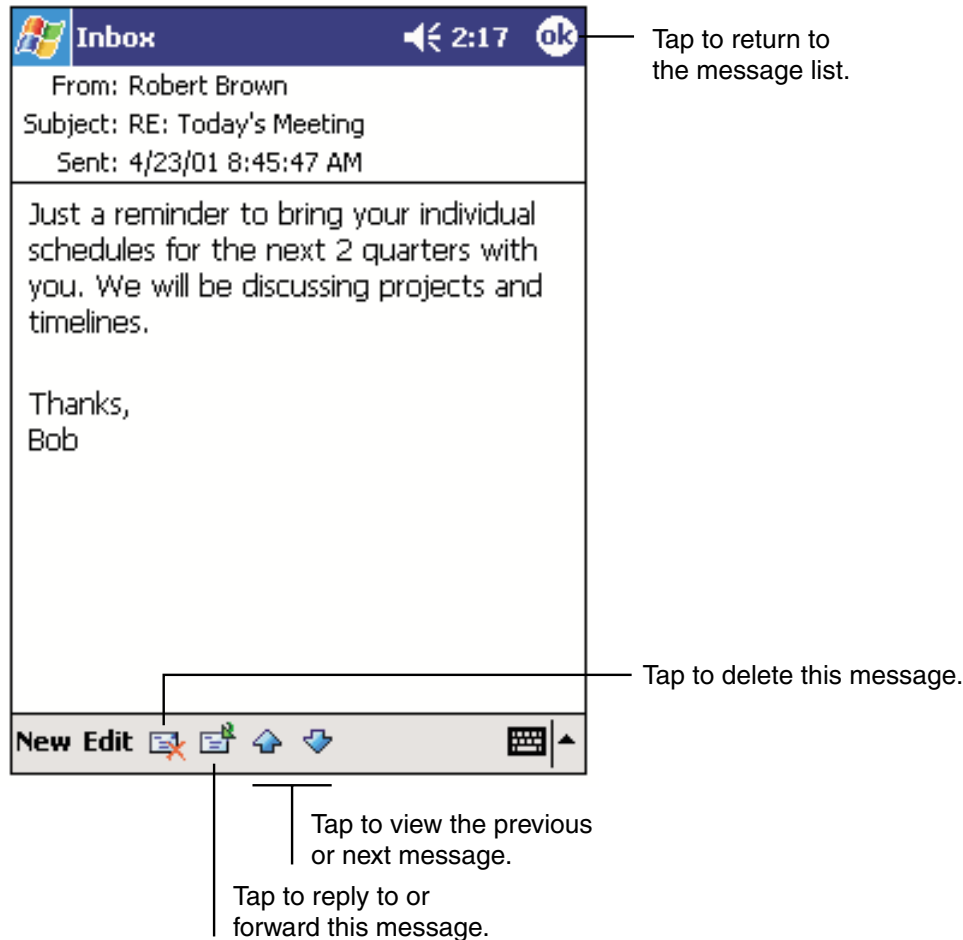
When you connect to your e-mail server or synchronize with your desktop computer, by default, you'll receive messages from the last five days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time:

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct e-mail server connections in Inbox on your Maestro. Tap **Tools** and then tap **Options**. On the **Service** tab, tap the service you want to change. Tap and hold the service and select **Delete** to remove a service.

Composing Messages

To compose a message:

1. Tap **New.**

2. In the **To** field, enter an e-mail of one or more recipients, separating them with a semicolon, or select a name from the contact list by tapping the **Address Book** button.

    All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

Tap to send the message.

Tap to show or hide the complete header.

Tap to show / hide the recording toolbar.

Tap to display the Address Book.

Tap to insert common messages.
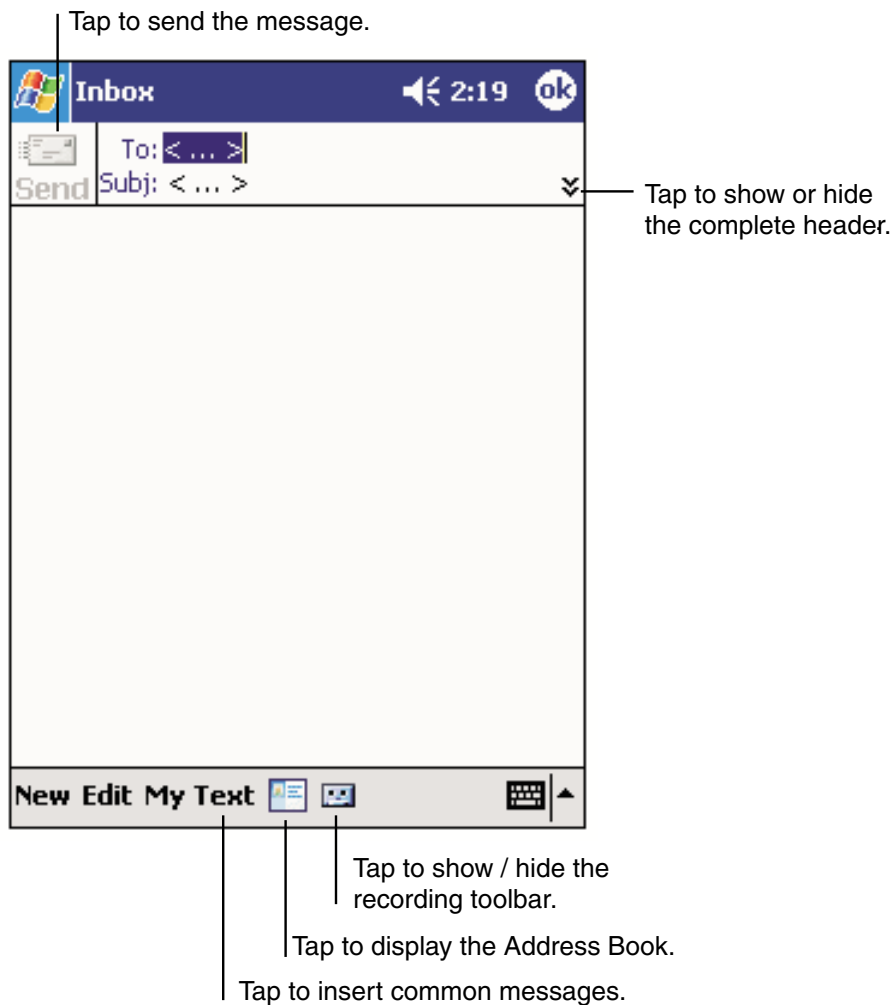
3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.

4. Tap **Send** when you've finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Managing E-mail Messages and Folders

By default, messages are displayed in one of five folders for each service you have created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the Maestro. The behavior of the Deleted and Sent Items folders depends on the options you have chosen. In the message list, tap **Tools** and then **Options**. On the **Message** tab, select your options.

If you want to organize messages into additional folders, tap **Tools**, and then **Manage Folders** to create new folders. To move a message to another folder, in the message list, tap and hold the message and then tap **Move to** on the pop-up menu.

Folder behavior with a direct connection to an e-mail server

The behavior of the folders you create depends on whether you are using ActiveSync, POP3, or IMAP4:

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your Maestro. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop computer.

- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the Maestro and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the Maestro Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the Maestro.

- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your Maestro or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5

Companion Programs

The companion programs consist of Microsoft® Pocket Word, Microsoft® Pocket Excel, Microsoft® Money, Windows Media™ Player for Pocket PC, and Microsoft® Reader.
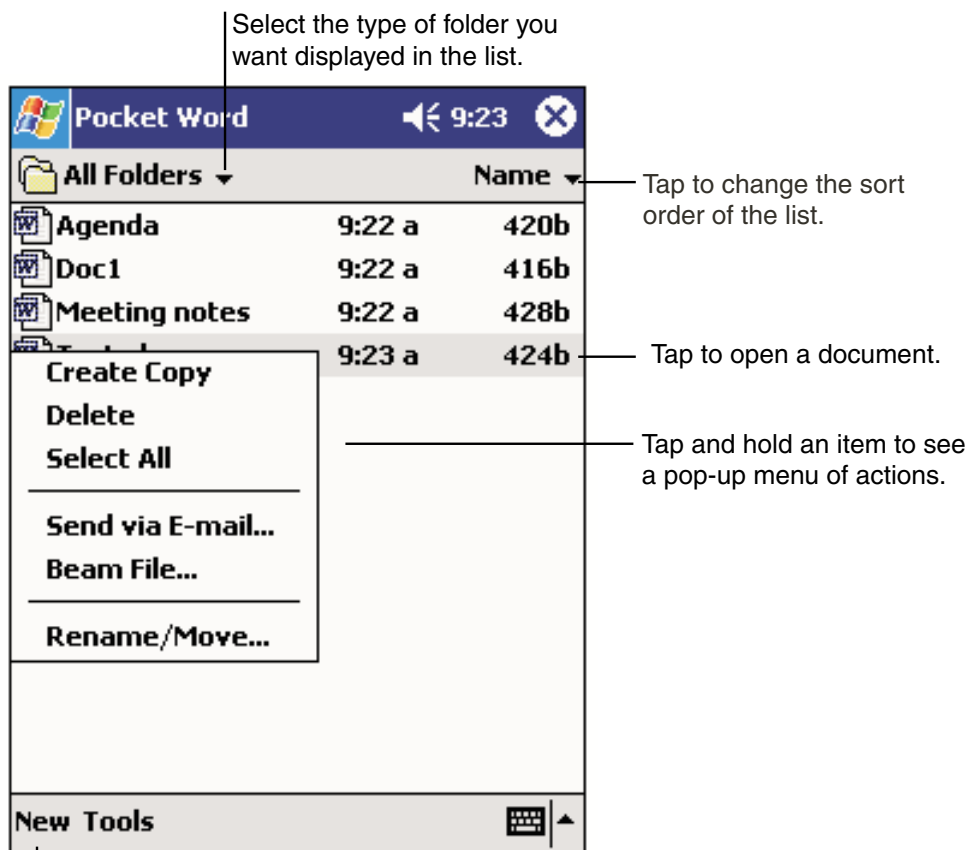
To switch to a companion program on your Maestro, tap **Programs** on the 🪟 menu, and then tap the program name.

Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your Maestro, or you can copy documents from your desktop computer to your Maestro. Synchronize documents between your desktop computer and your Maestro so that you have the most up-to-date content in both locations.

Use Pocket Word to create documents, such as letters, meeting minutes, and trip reports. To create a new file, tap 🪟, **Programs**, **Pocket Word**, and then **New**. A blank document appears. Or, if you've selected a template for new documents in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one document at a time; when you open a second document, you'll be asked to save the first. You can save a document you create or edit in a variety of formats, including Word (.doc), Pocket Word (.psw), Rich Text Format (.rtf), and Plain Text (.txt).

Pocket Word contains a list of the files stored on your Maestro. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.

Select the type of folder you want displayed in the list.

Tap to change the sort order of the list.

Tap to open a document.

Tap and hold an item to see a pop-up menu of actions.

Tap to create a new document.

You can enter information in Pocket Word in one of four modes (typing, writing, drawing, and recording), which are displayed on the **View** menu. Each mode has its own toolbar, which you can show and hide by tapping the **Show/Hide Toolbar** button on the command bar.
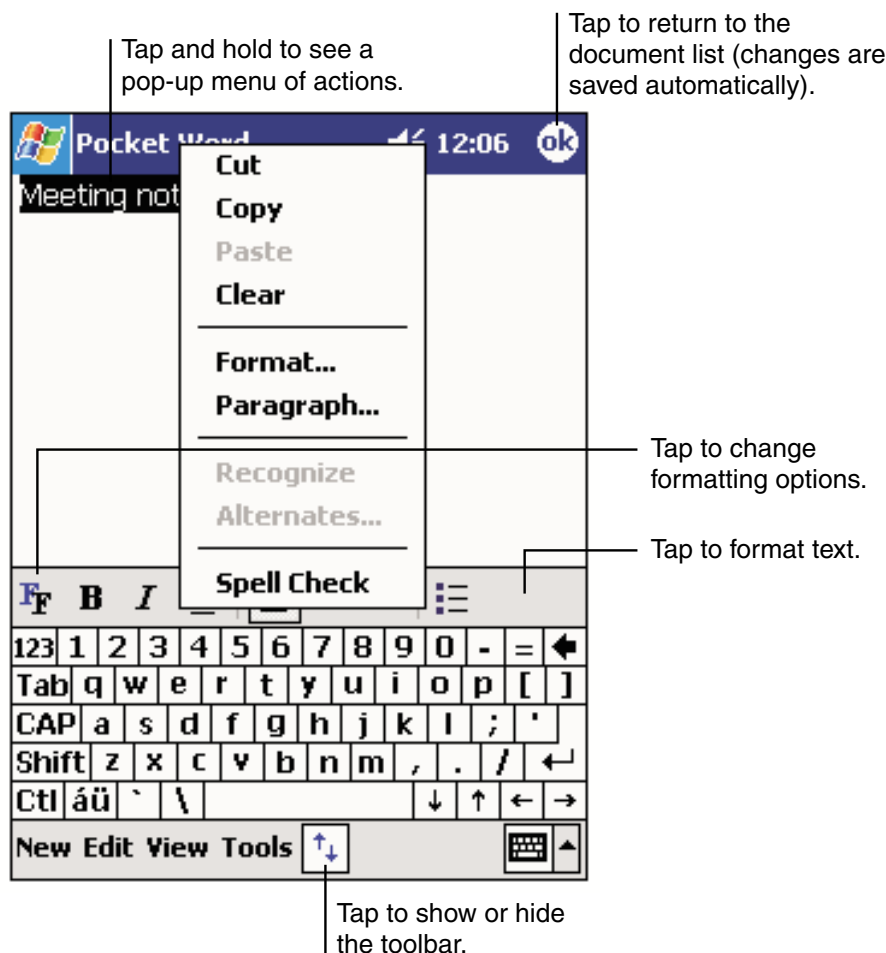
...✎**Note** You can change the zoom magnification by tapping **View** and then **Zoom**. Then select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.

If you're opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and then **Find/Replace.**

Tap and hold to see a pop-up menu of actions.

Tap to return to the document list (changes are saved automatically).

Tap to change formatting options.

Tap to format text.

Tap to show or hide the toolbar.

Writing Mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.

With Space button selected, drag to insert space. An arrow appears showing the space direction and size.

Tap to highlight selected text.

Tap to select formatting options, such as pen weight and line color.
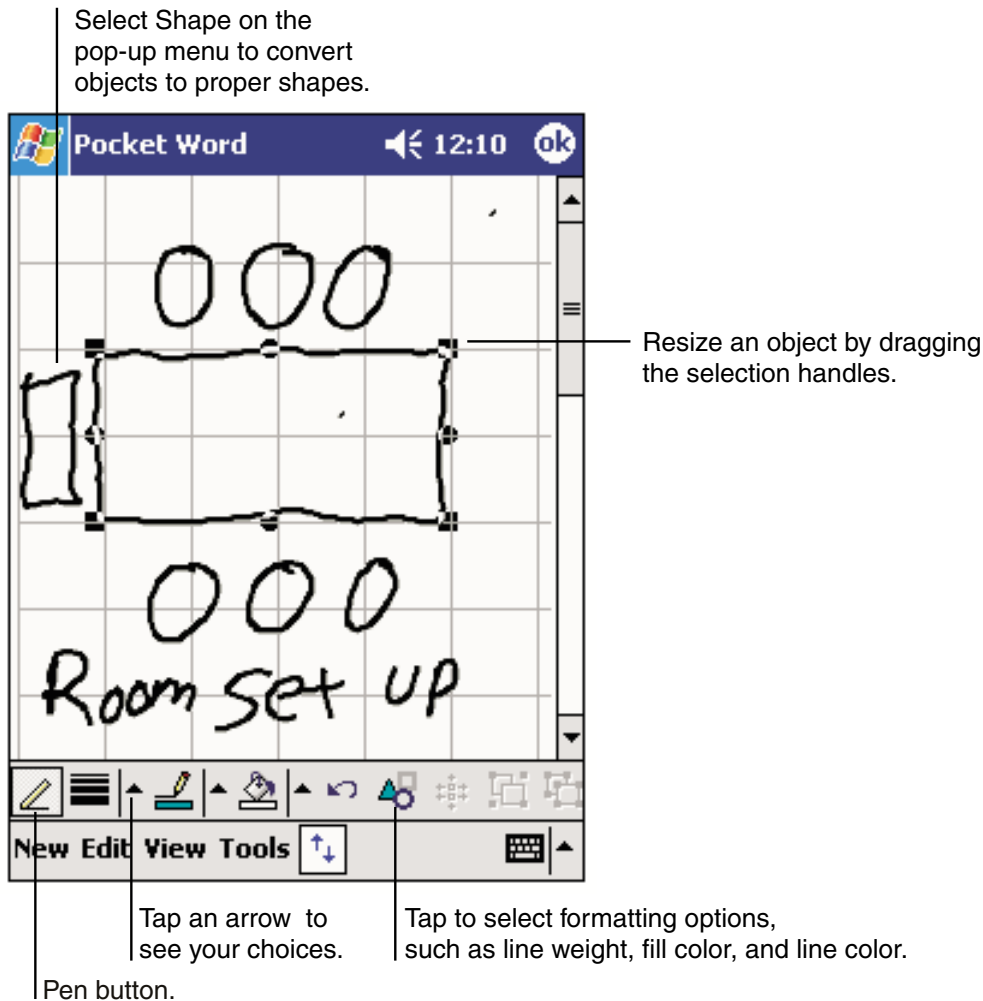
Space button.

Pen button.
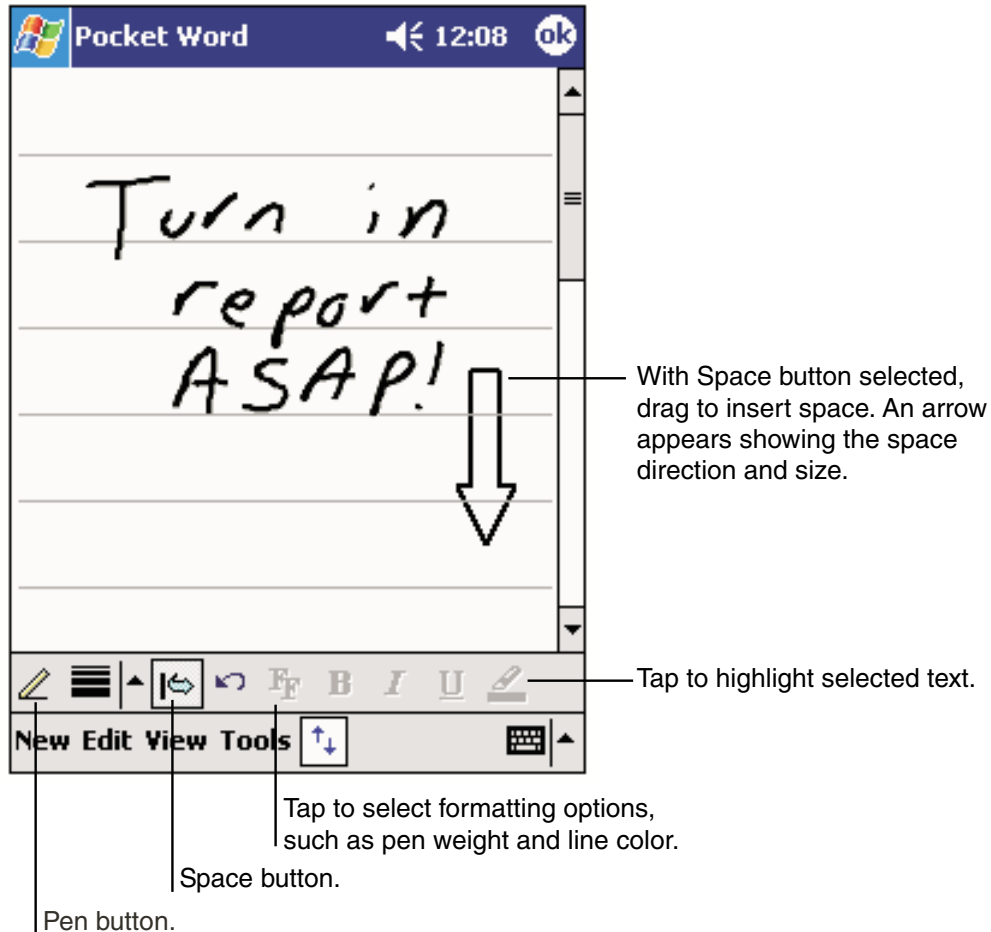
...✐ **Note**   If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the following section.

Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

Drawing Mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after the first stroke, you'll see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.

Select Shape on the pop-up menu to convert objects to proper shapes.

Resize an object by dragging the selection handles.

Tap an arrow to see your choices.

Tap to select formatting options, such as line weight, fill color, and line color.

Pen button.

Recording Mode

In recording mode, you can embed a recording into your document. Recordings are saved as .wav files. For more information on recording, see Chapter 2.

For more information on using Pocket Word, tap and then **Help**.

Pocket Excel

Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your spreadsheets. You can create new spreadsheets on your Maestro, or you can copy spreadsheets from your desktop computer to your Maestro. Synchronize spreadsheets between your desktop computer and your Maestro so that you have the most up-to-date content in both locations.

Use Pocket Excel to create spreadsheets, such as expense reports and mileage logs. To create a new file, tap ![icon], **Programs**, **Pocket Excel**, and then **New**. A blank spreadsheet appears. Or, if you've selected a template for new spreadsheets in the **Options** dialog box, that template appears with appropriate text and formatting already provided. You can open only one file at a time; when you open a second file, you'll be asked to save the first. You can save a spreadsheet you create or edit in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

Pocket Excel contains a list of the files stored on your Maestro. Tap a file in the list to open it. To delete, make copies of, and send files, tap and hold a file in the list. Then select the appropriate action from the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View** and then **Toolbar**.

Cell contents appear here as you enter them.

Format button.

AutoSum button.

Zoom button.
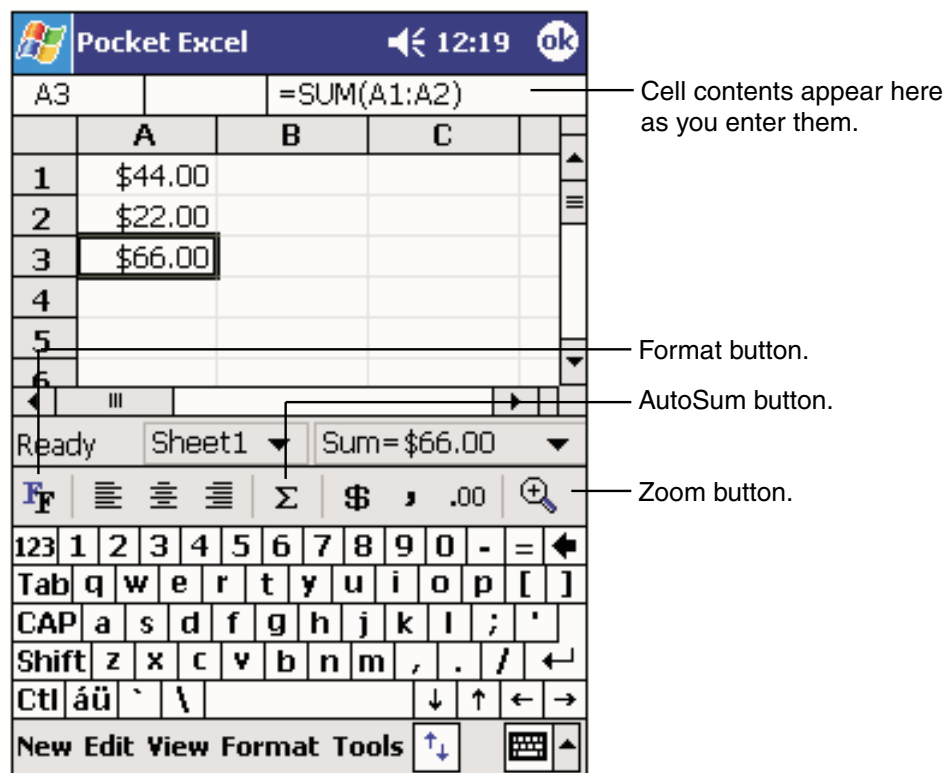
...✎ **Note**   If your spreadsheet contains sensitive information, you can protect it with a password. To do so, open the file, tap **Edit**, and then **Password**. Every time you open that file, you will need to enter the password. Be sure to choose one that is easy for you to remember but hard for others to guess.

Tips for Working in Pocket Excel

Note the following when work in large spreadsheets in Pocket Excel:

- View in full-screen mode to see as much of your spreadsheets as possible. Tap **View** and then **Full Screen**. To exit full-screen mode, tap **Restore**.

- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.

- Freeze panes on a spreadsheet. First select the cell where you want to freeze panes. Tap **View** and then **Freeze Panes**. You might want to freeze the top and leftmost panes in a spreadsheet to keep row and column labels visible as you scroll through a sheet.

- Split panes to view different areas of a large spreadsheet. Tap **View** and then **Split**. Then drag the split bar to where you want it. To remove the split, tap **View** and then **Remove Split**.

- Show and hide rows and columns. To hide a hidden row or column, select a cell in the row or column you want to hide. Then tap **Format**, then **Row** or **Column**, then **Hide**. To show a hidden row or column, tap **Tools**, then **Go To**, and then type a reference that is in the hidden row or column. Then tap **Format**, then **Row** or **Column**, and then **Unhide**.

For more information on using Pocket Excel, tap and then **Help**.

MSN Messenger

MSN® Messenger on your mobile Maestro is an instant messaging program that lets you:

- View a list of instant messaging contacts who are online.
- Send and receive instant messages.
- Have instant message conversations with groups of contacts.

To use MSN Messenger, you must have a Microsoft Passport™ account or a Microsoft Exchange e-mail account. If you have a Hotmail® or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or a Microsoft Exchange account, you are ready to set up your account.

...✐ **Note** Sign up for a Microsoft Passport account at http://www.passport.com. Get a free Microsoft Hotmail e-mail address at http://www.hotmail.com.

To switch to MSN Messenger, tap [icon] , **Programs**, and then tap **MSN Messenger.**

Setting Up

Before you can connect, you must enter Passport or Exchange account information.

To set up an account and sign in:

1. In the **Tools** menu, tap **Options**.
2. On the **Accounts** tab, enter your Passport or Exchange account information.
3. To sign in, tap the sign-in screen and enter your e-mail address and password.

...✐ **Note** If you already use MSN Messenger on your desktop computer, your contacts will show up on your Maestro without having to be added again.

Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

Tap a contact to start a chat.

Tap and hold to display a pop-up menu of actions.
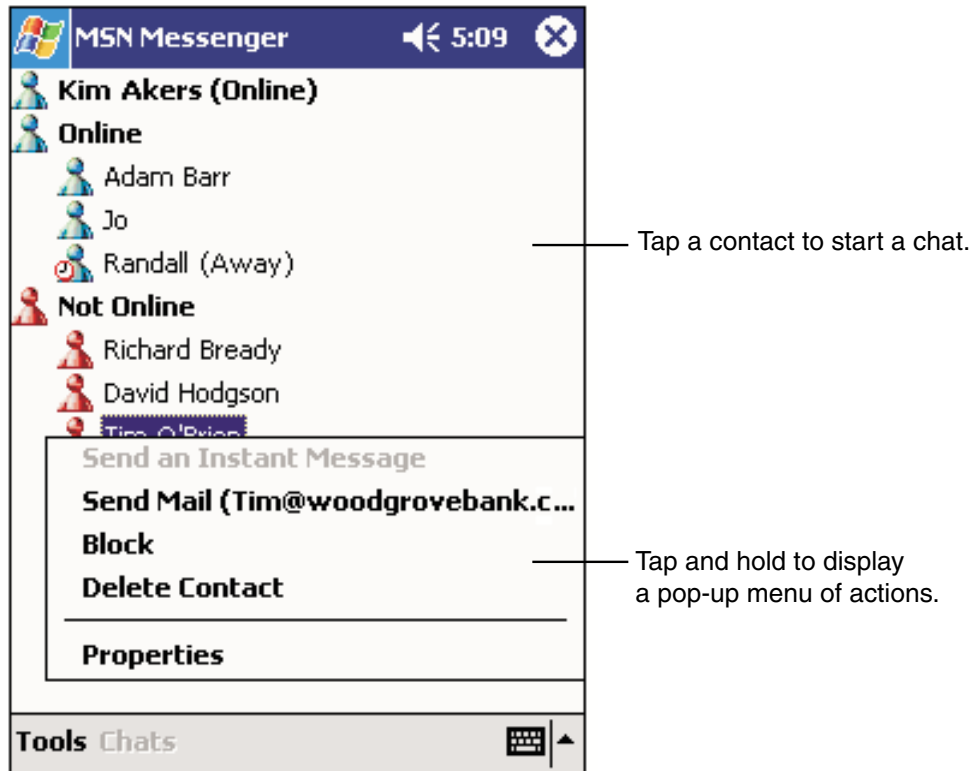
...∅ Note To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline**.

If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with Contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you wish to invite.

Enter message.

Tap to send message.

...✎ Note To switch back to the main window without closing a chat, tap the Contacts button. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area.

View full chat.

View status of the chat.
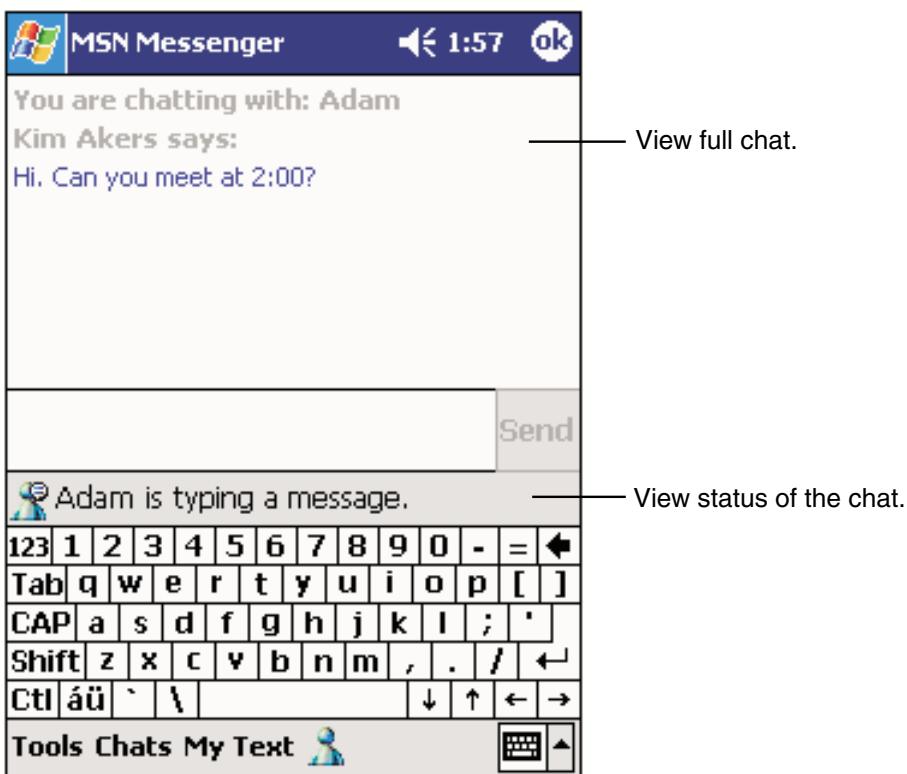
For more information on using MSN Messenger, tap ![icon] and then **Help**.

Windows Media Player for Pocket PC

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your Maestro or on a network. To switch to Windows Media Player for Pocket PC, tap , and then tap **Windows Media**.

Indicates the progress of the current track.

Tap to adjust volume

Tap to stop.

Tap to skip to the next song.

Tap to play a previous song.

Tap to play or pause.

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video files to your Maestro. You can play Windows Media and MP3 files on your Maestro.

For more information about using Windows Media Player for Pocket PC, tap , and then tap **Help**.

Microsoft Reader

Use Microsoft Reader to read eBooks on your Maestro. Download books to your desktop computer from your favorite eBook website. Then, use ActiveSync to copy the book files to your Maestro. The books appear in the Reader Library.

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Page through the book by using the Up/Down control on your Maestro or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information you'll need to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title, and then tap **Help** on the pop-up menu.

To switch to Microsoft Reader, tap , **Programs**, and then **Microsoft Reader**.

Getting Books on Your Maestro

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder in the Extras folder on the Maestro Companion CD.

Use ActiveSync to download the files from your desktop computer to your activated Maestro as described in the Read Me file in the MSReader folder.
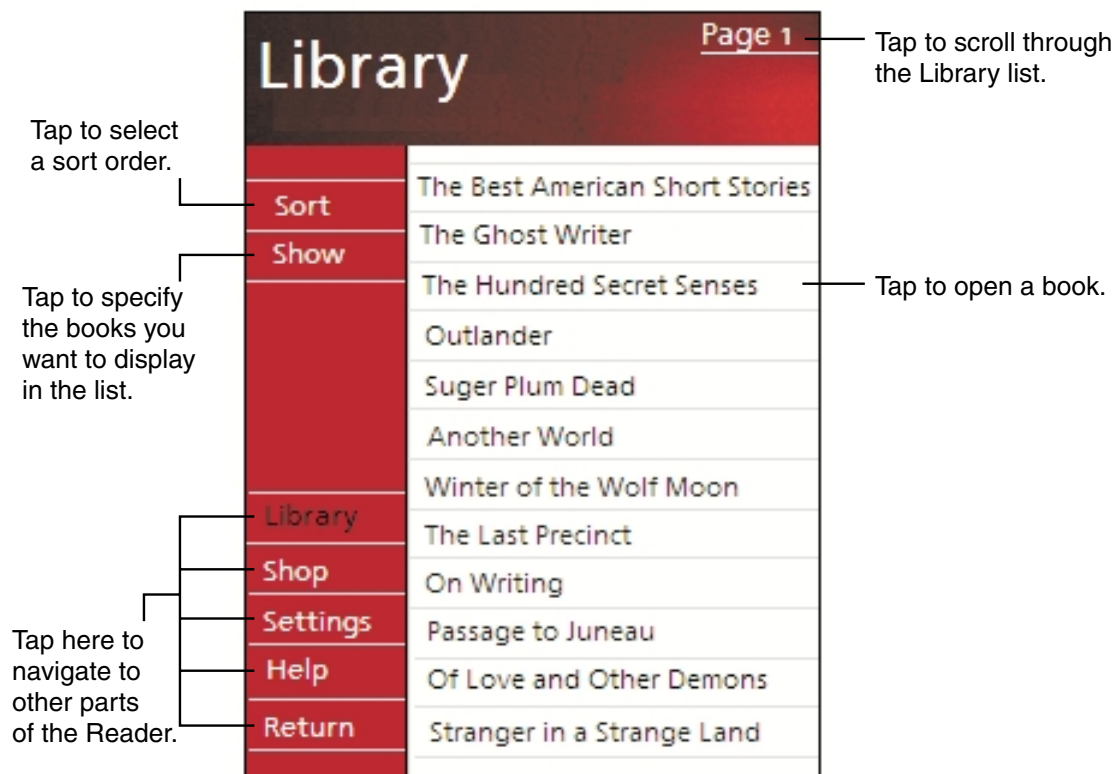
Using the Library

The Library is your Reader home page; it displays a list of all books stored on your Maestro or storage card.

To open the Library:

- On the Reader command bar, tap **Library**.
- On a book page, tap the book title, and then tap **Library** on the pop-up menu.

To open a book, tap its title in the Library list.

Tap to select a sort order.

Tap to specify the books you want to display in the list.

Tap here to navigate to other parts of the Reader.

Tap to scroll through the Library list.

Tap to open a book.

Library — Page 1

Sort
Show

Library
Shop
Settings
Help
Return

The Best American Short Stories
The Ghost Writer
The Hundred Secret Senses
Outlander
Suger Plum Dead
Another World
Winter of the Wolf Moon
The Last Precinct
On Writing
Passage to Juneau
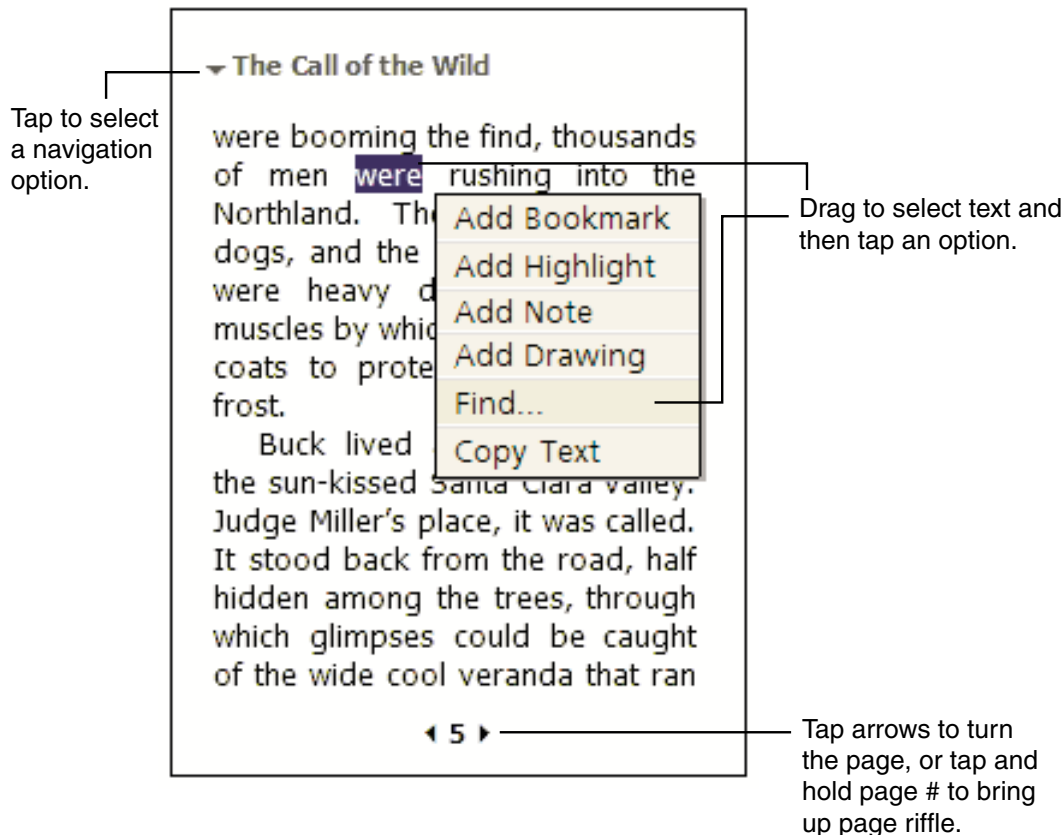Of Love and Other Demons
Stranger in a Strange Land

Reading a Book

Each book consists of a cover page, an optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you'll probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you'll be automatically taken to the last page read.

In addition to the text, each book page includes a page number and book title.

Tap to select a navigation option.

▼ The Call of the Wild

were booming the find, thousands of men were rushing into the Northland. The
dogs, and the
were heavy
muscles by which
coats to prote
frost.
    Buck lived
the sun-kissed Santa Clara Valley.
Judge Miller's place, it was called.
It stood back from the road, half
hidden among the trees, through
which glimpses could be caught
of the wide cool veranda that ran

Add Bookmark
Add Highlight
Add Note
Add Drawing
Find...
Copy Text

Drag to select text and then tap an option.

◀ 5 ▶

Tap arrows to turn the page, or tap and hold page # to bring up page riffle.

You can also page through a book by using the Up/Down control on your Maestro.

Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here:

- Search for Text. Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close **Find**, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.

- Copy Text. You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.

- Bookmarks. When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.

- Highlights. When you highlight text, it appears with a colored background.

- Notes. When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon will display in the left margin. To show or hide the note, tap the icon.

- Drawings. When you add a drawing, a Drawing icon appears in the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.

- To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a Book

When you finish reading a book, you can delete it to conserve space on your Maestro. If a copy of the book is stored on your desktop computer, you can download it again at any time.

To remove a book from your Maestro, tap and hold the title in the Library list, and then tap **Delete** on the pop-up menu.

Chapter 6

Pocket Internet Explorer

Use Microsoft® Pocket Internet Explorer to view Web or WAP pages in either of these ways:

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you'll need to create the connection first, as described in Chapter 7.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

To switch to Pocket Internet Explorer, tap and then **Internet Explorer**.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop computer will be synchronized with your Maestro. This folder was created automatically when you installed ActiveSync.

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your Maestro. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your Maestro, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5.0 or later on your desktop computer, you can download mobile favorites to your Maestro. Synchronize the web content of your mobile favorites downloads to your Maestro so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools** and then **Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Optionally, in **Update**, select a desired update schedule.
4. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.

5. If you want to download the pages that are linked to the mobile favorites you just created, right-click the mobile favorite and then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve Maestro memory, go only one level deep.

6. Synchronize your Maestro and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your Maestro.

...✎ **Note**   If you did not specify an update schedule in step 3, you will need to manually download content to keep the information updated on your desktop computer and Maestro. Before synchronizing with your Maestro, in Internet Explorer on your desktop computer, click **Tools** and then **Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.

You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View**, **Toolbars**, and then **Customize**.

To save Maestro memory

Mobile favorites take up storage memory on your Maestro. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the Maestro. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change and then **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your Maestro. Then, you synchronize your Maestro and desktop computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

To sign up for AvantGo:

1. In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your Maestro, tap the Favorites button to display your list of favorites.
3. Tap the AvantGo Channels link.
4. Tap the Activate button.
5. Follow the directions on the screen. You will need to synchronize your Maestro with your desktop computer and then tap the My Channels button to complete the AvantGo setup.

When synchronization is complete, tap the AvantGo Channels link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

Using Pocket Internet Explorer

You can use Pocket Internet Explorer to browse mobile favorites and channels that have been downloaded to your Maestro without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection and browse the Web.

Hide pictures button.

Favorites button.

Home button.

Refresh button.

To view mobile favorites and channels:

1. Tap the Favorites button to display your list of favorites.

Tap the favorite you
want to view.

Tap to add or delete
a folder or favorite link.
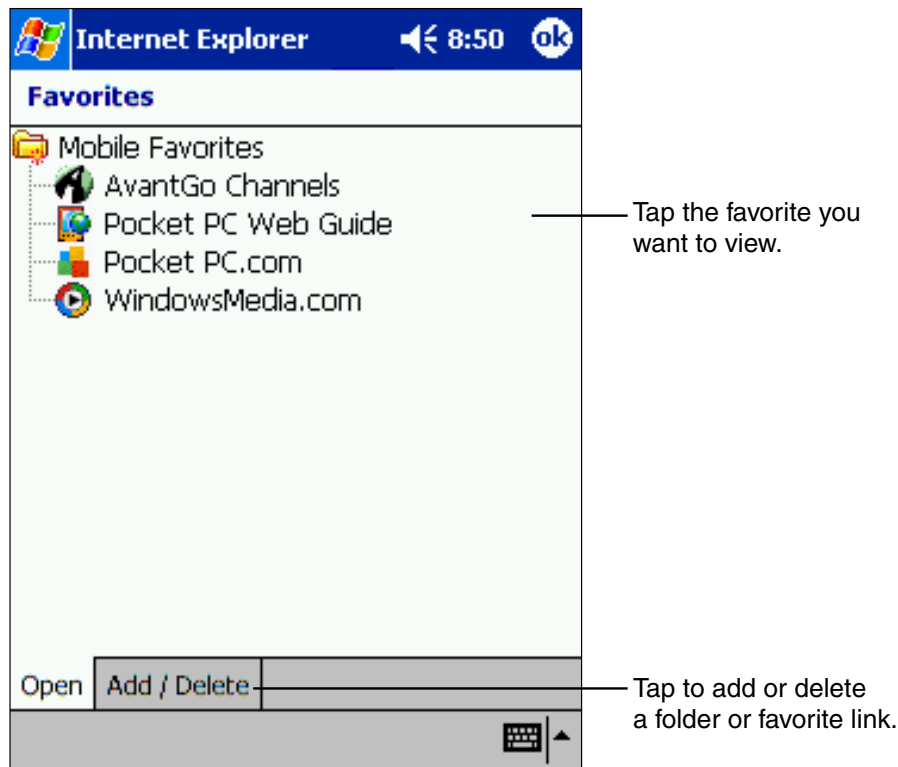
2. Tap the page you want to view.

You'll see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your Maestro, the favorite will be dimmed. You will need to synchronize with your desktop computer again to download the page to your Maestro, or connect to the Internet to view the page.

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**, as described in Chapter 7.

2. To connect and start browsing, do one of the following:

• Tap the Favorites button, and then tap the favorite you want to view.

• Tap **View** and then **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.

...✎ **Note**   To add a favorite link while using the Maestro, go to the page you want to add, tap and hold on the page, and tap **Add to Favorites**.

Chapter 7

Getting Connected

You can use your Maestro to exchange information with other mobile devices as well as your desktop computer, a network, or the Internet. You have the following connection options:

- Use the infrared (IR) port on your Maestro to send and receive files between two devices. If this is the method you want to use, see the following section "Transfer Items Using Infrared."

- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages by using Inbox and view Web or WAP pages by using Microsoft® Pocket Internet Explorer. The communication software for creating an ISP connection is already in stalled on your Maestro. Your service provider will provide software needed to install other services, such as paging and fax services. If this is the method you want to use, see "Connect to the Internet" later in this chapter.

- Connect to the network. Once connected, you can send and receive e-mail messages by using Inbox, view Web or WAP pages by using Pocket Internet Explorer, and synchronize with your desktop computer. If this is the method you want to use, see "Connect to Work" later in this chapter.

- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook information. If this is the method you want to use, see ActiveSync Help on your desktop computer or Connections Help on the Maestro.

Transfer Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices.

To send information:

1. Switch to the program where you created the item you want to send and locate the item in the list.
2. Align the IR ports so that they are unobstructed and within a close range.
3. Tap and hold the item, and tap **Beam Item** on the pop-up menu.

...✎ Note   You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send, and then tap **Beam File** on the pop-up menu.

To receive information:

1. Align the IR ports so that they are unobstructed and within a close range.
2. Have the owner of the other device send the information to you. Your Maestro will automatically receive it.

Connect to the Internet

You can connect to your ISP, and use the connection to send and receive e-mail messages and view Web or WAP pages.

You can connect to work in one of two ways:

- Create a modem connection. If this is the method you want to use, see "To create a modem connection to an ISP."
- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "To create an Ethernet connection to an ISP."

To create a modem connection to an ISP:

1. Obtain the following information from your ISP: ISP dial-up access telephone number, user name, password, and TCP/IP settings. Some ISPs require information in front of the user name, such as MSN/username.

2. Connect your Maestro to a modem. You can use a connector cable to hook up to your wireless phone, with data capabilities.

3. Tap [icon] and then **Settings**. In the **Connections** tab, tap **Connections**. Under The Internet settings, select **Internet Settings** and tap **Modify**.

4. In the **Modem** tab, tap **New**.

5. Enter a name for the connection, such as "ISP Connection."

6. In the **Select a modem** list, select your modem type. If your modem type does not appear, try re-inserting the modem card. If you are using an external modem that is connected to your Maestro with a cable, select **Hayes Compatible on COM1**.

7. You should not need to change any settings in **Advanced**. Most ISPs now use a dynamically-assigned address. If the ISP you are connecting to does not use a dynamically-assigned address, tap **Advanced** and then the **TCP/IP** tab, and enter the address. When finished, tap **OK** and then **Next**.

8. Enter the access phone number, and tap **Next**.

9. Select other desired options, and tap **Finish**.

10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your Maestro will automatically begin connecting. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see "Connecting Directly to an E-mail Server," later in this chapter.

- Visit Web and WAP pages by using Pocket Internet Explorer. For more information, see Chapter 6.

- Send and receive instant messages with MSN Messenger. For more information, see "MSN Messenger", in Chapter 5.

To create an Ethernet connection to an ISP:

1. You do not need to create a new connection on your Maestro. Instead, you must purchase and configure an Ethernet card that is compatible with your Maestro.

2. Obtain the following information from your ISP: user name, password, and domain name.

3. Insert the Ethernet card into your Maestro. For instructions on inserting and using the Ethernet card, see the owner's manual for the card.

4. The first time you insert the card, **Network Settings** will appear automatically so that you can configure the ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so. Tap **OK**. (If it does not appear or to change settings later, tap ![icon] and then **Settings**. In the **Connections** tab, tap **Network Adapters**, tap the adapter you want to change, and then tap **Properties**.)

5. Connect the Ethernet card to the network by using a network cable. For information, see your owner's manual.

6. Tap ![icon], **Settings, Connections** tab, and then **Connections**. From the **My network card connects to** list, select **The Internet**.

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

Connect to Work

If you have access to a network at work, you can send e-mail messages, view intranet pages, synchronize your Maestro, and possibly access the Internet. You can connect to work in one of two ways:

- Create a modem connection by using a RAS account. Before you can create this modem connection, your network administrator will need to set up a RAS account for you. If this is the method you want to use, see "To create a modem connection to a network." Your network administrator may also give you VPN settings.

- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "To create an Ethernet connection to a network."

To create a modem connection to a network:

1. Get the following information from your network administrator: dial-up access telephone number, user name, password, domain name, and TCP/IP settings.

2. Connect your Maestro to a modem, like your data capable wireless phone.

3. Tap ![icon] and then **Settings**. In the **Connections** tab, tap **Connections**. Under The Internet settings, select **Internet Settings** and tap **Modify**.

4. In the **Modem** tab, tap **New**.

5. Enter a name for the connection, such as "Company Connection."

6. In the **Select a modem** list, select your modem type. If your modem type does not appear, try reinserting the modem card. If you are using an external modem that is connected to your Maestro with a cable, **select Hayes Compatible on COM1**.

7. You should not need to change any settings in **Advanced**. Most servers now use a dynamically-assigned address. If the server you are connecting to does not use a dynamically-assigned address, tap **Advanced** and then the **TCP/IP** tab and enter the address. When finished, tap **OK** and then **Next**.

8. Enter the access phone number, and tap **Next**.

9. Select other desired options, and tap **Finish**.

10. In the **Dialing Locations** tab, specify your current location and phone type (most phone lines are tone). These settings will apply to all connections you create.

To start the connection, simply start using one of the following programs. Your Maestro will automatically begin connecting. Once connected, you can:

- Send and receive e-mail messages by using Inbox. Before you can use Inbox, you need to provide the information it needs to communicate with the e-mail server. For specific instructions, see "Connecting Directly to an E-mail Server," later in this chapter.

- Visit Internet or intranet Web or WAP pages by using Pocket Internet Explorer.

- Send and receive instant messages with MSN Messenger. For more information, see "MSN Messenger", in Chapter 5.

- Synchronize. For more information, see ActiveSync Help on the desktop computer.

To create an Ethernet connection to a network:

1. You do not need to create a new connection on your Maestro. Instead, you must purchase and configure an Ethernet card that is compatible with your Maestro.

2. Get the following information from your network administrator: user name, password, and domain name.

3. Insert the Ethernet card into your Maestro. For instructions on inserting and using the Ethernet card, see the owner's manual for the card.

4. The first time you insert the card, **Network Settings** will appear automatically so that you can configure the Ethernet card. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.

   Tap **OK**. (If it does not appear or to change settings later, tap 🏁 and then **Settings**. On the **Connections** tab, tap **Network Adapters**, tap the adapter you want to change and then tap properties.)

5. Connect the Ethernet card to the network by using a network cable. For information, see your owner's manual.

6. Tap 🏁 , **Settings**, **Connections** tab, and then **Connections**. From the **My network card connects to** list, select **Work**.

7. If you want to synchronize your Maestro, tap 🏁, and then **ActiveSync**. In the **Tools** menu, tap **Options**. In the **PC** tab, select **Include PC when synchronizing remotely and connect to**, and select your computer's name. Remote synchronization with a desktop computer will work only if you have set up a partnership with that computer through ActiveSync and have set ActiveSync to allow remote connections. Other restrictions apply. For more information on synchronizing remotely, see ActiveSync Help on the desktop computer.

To start the connection, simply start using one of the programs listed in the preceding section. Once connected, you can perform the same activities as listed in the preceding section.

End a Connection

To disconnect, do one of the following:

- When connected via dial-up or VPN, tap the Connection icon, 📶, on your navigation bar and tap **End**.
- When connected via cable or cradle, detach your Maestro from the cable or cradle.
- When connected via Infrared, move the Maestro away from the PC.
- When connected via a network (Ethernet) card, remove the card from your Maestro.

Connecting Directly to an E-mail Server

You can set up a connection to an e-mail server so that you can send and receive e-mail messages by using a modem or network connection and Inbox on your Maestro.

...✎ **Note**   The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

You can use multiple e-mail services to receive your messages. For each e-mail service you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

To set up an e-mail service:

- In Inbox on your Maestro, tap **Services**, and then **New Service**. Follow the directions in the New Service wizard.

For an explanation of a screen, tap and then **Help**. When finished, to connect to your e-mail server, tap **Services** and then **Connect**. For more information on using the Inbox program, see "Inbox: Sending and Receiving E-mail Messages" in Chapter 4.

Get Help on Connecting

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- Inbox: Sending and Receiving E-mail Messages" in Chapter 4.
- Online Help on the Maestro. Tap and then **Help**. Tap **View**, **All Installed Help**, and then **Inbox** or **Connections**.
- ActiveSync Help on the desktop computer. In ActiveSync, click **Microsoft ActiveSync Help** on the **Help** menu.
- For troubleshooting information, see the Pocket PC Web site at: http://www.microsoft.com/mobile/pocketpc.

Chapter 8

Optional Functions

Home

You can launch the built-in or installed applications easily by tapping the icon displayed on the Home screen. You can also set to display a desired bitmap image on your screen background.

Launching an Application from the Home

1. Tap 🟦 , **Programs**, and then **Home** to display the Home screen.

You can also launch the Home by pressing the Maestro Home button.

For initial setting, the respective application icons are registered on three tabs: **Main**, **Programs** and **Games**. In the **Running** tab, active applications are displayed.

Tab

Tap to select **Tab Settings** or **About**.

Tap to select **Large Icon**, **Small Icon** or **Text color**.

Tap to select **Paste** or **Add**.

2. Tap the desired tab, and then tap the application icon you want to launch. The selected application starts up.

✎ **Note** Also, you can launch an application by moving the cursor button to select and pressing the center of the cursor button.

You can add tabs up to a maximum of 10 kinds and icons up to 18 in a tab.

About Running

In the **Running** tab, the active application names are displayed.

The icons do not appear.

To activate/stop the application:

Tap the application name you want to activate. You can also activate the application from the pop-up menu displayed by tapping and holding the application name.

Tap to activate the selected application.

Tap to stop the selected application, when finished, the application name disappears.

Tap to stop all applications displayed in the **Running** tab.

You can select the **View** menu or the **Tools** menu on the **Running** tab screen. You can select **Text color** from the **View** menu, the **Tab Settings** or **About** from the **Tools** menu, respectively.
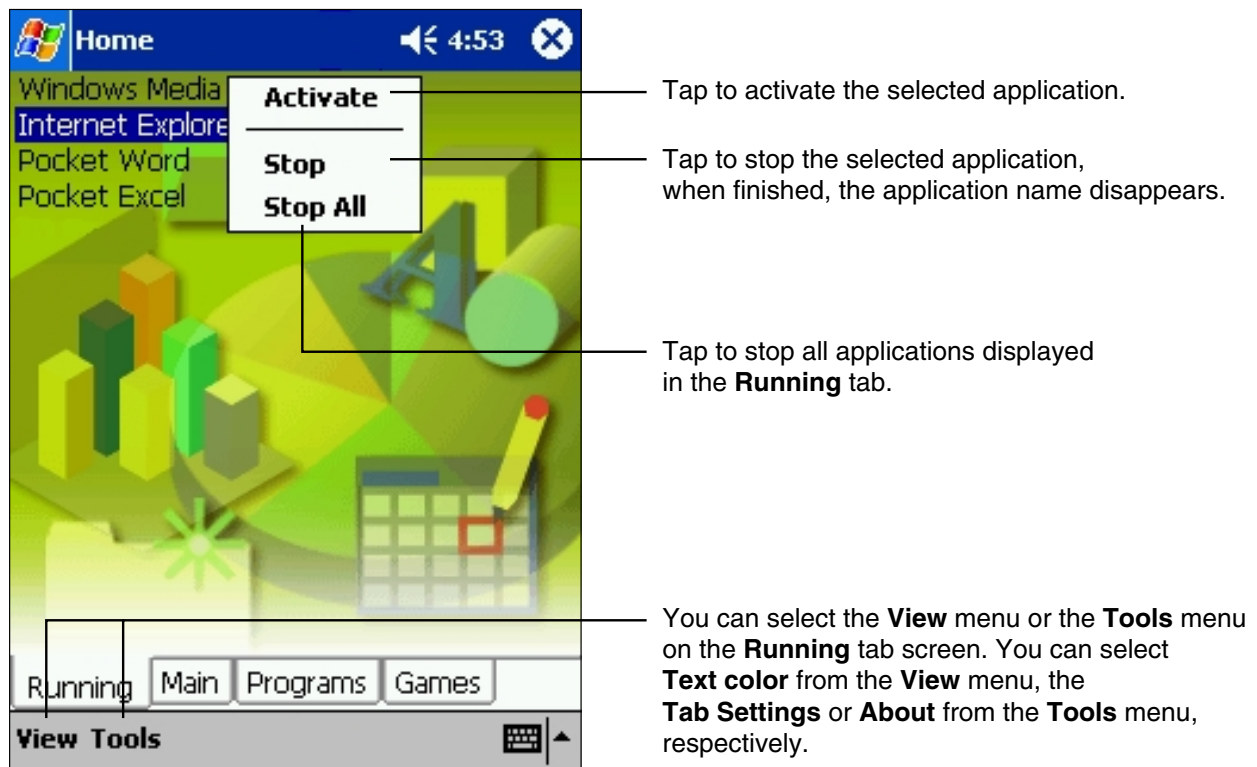
...✎ **Note** You can show a pop-up menu by tapping and holding any portion other than the application names displayed in the **Running** tab. In this case, only the **Stop All** is selectable.

Display Icon List

The following list shows the tabs and icons for the initial setup.

Tabs	Icons	Applications	Tabs	Icons	Applications
Running			Programs		File Explorer
Main		Pocket Internet Explorer			Backup
		Windows Media Player			Infrared Receive
		Notes	Games		Solitaire
		Tasks			
		Inbox			
		Calendar			
		Contacts			
		Pocket Word			
		Pocket Excel			
		Calculator			

93

Moving an Application Icon into Another Tab

The moved icon is placed next to the last icon on the tab screen.

You cannot move the icon into the tab which already contains 18 icons.

To move using pop-up menu:

1. Tap and hold the icon you want to move to display the pop-up menu.

2. Tap **Cut** on the pop-up menu.

3. Tap the destination tab, and then tap **Paste** on **Edit** menu. The selected icon is pasted on the screen.

…⬭ **Note** You can also select **Paste** from the pop-up menu displayed by tapping and holding any portion other than the icon.

To move using drag and drop:

Tap the icon you want to move and drag it to the destination tab, and then drop it.

The icon is transferred and that icon in the original tab screen is deleted.

…⬭ **Note** If the icon is dragged and dropped in the same tab, it will return to its original position on the tab screen.

Deleting an Icon

1. Tap and hold the icon you want to delete to display the pop-up menu.

2. Tap **Drop** on the pop-up menu. The icon is deleted and the next icon positioned after the deleted icon automatically shifts to fill the deleted icon position. And all icons after the deleted icon likewise shift to fill the previous icon position.
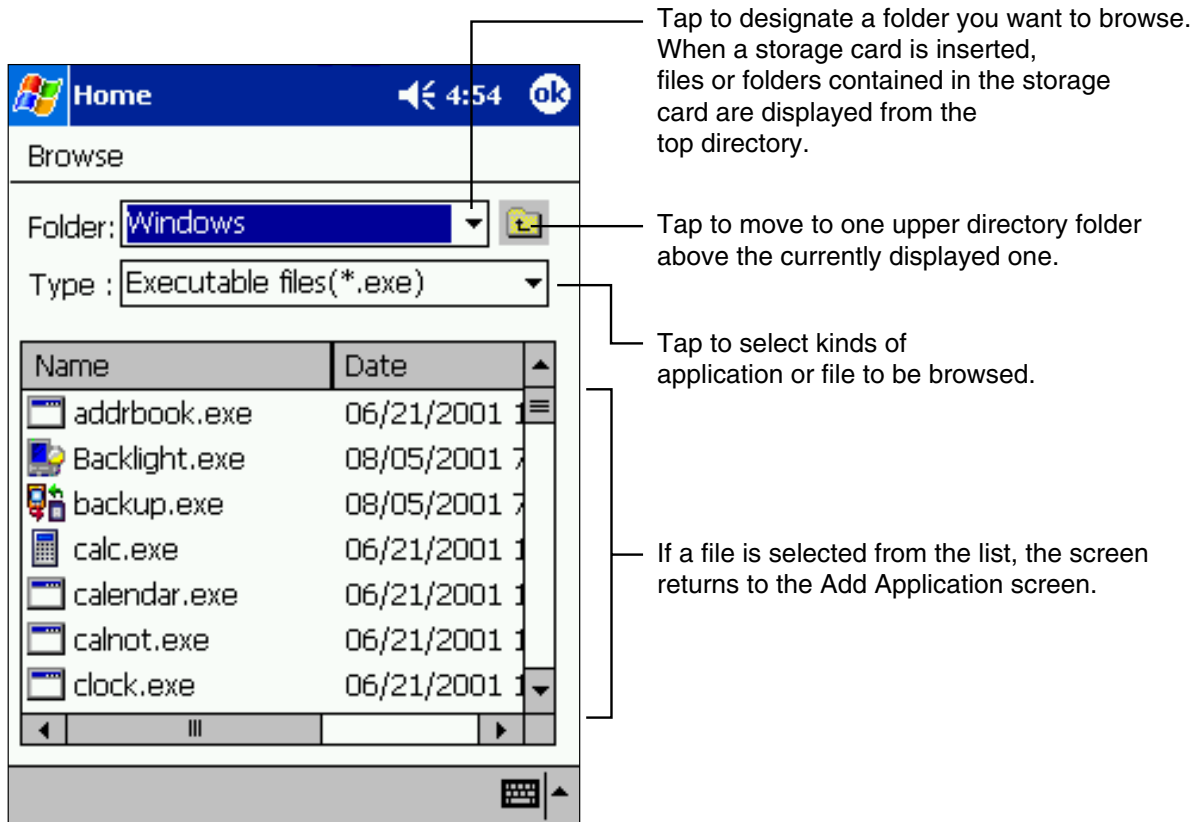
Adding an Icon

You can add the application and your file icons to the Home screen.

1. Tap **Edit** and then **Add** to display the Add Application screen.

   You can also select **Add** from the pop-up menu displayed by tapping and holding any portion other than the icon.

2. Tap ▼ of Application file to show the file list. If there is no desired file on the file list, you can find it by tapping **Browse**. To refer to all folders and files, tap **Browse** to show the Browse Dialog screen. When the file is selected, its name is displayed in the Application file box.

Tap to designate a folder you want to browse. When a storage card is inserted, files or folders contained in the storage card are displayed from the top directory.

Tap to move to one upper directory folder above the currently displayed one.

Tap to select kinds of application or file to be browsed.

If a file is selected from the list, the screen returns to the Add Application screen.

3. Enter an icon name in the Application name box, which is to be displayed on the Home screen. You can enter up to a maximum of 32 characters.

4. When finished, tap **OK** to close the Add Application screen, and the new icon is added to the Home screen.

...✎ **Note** If the Application file is not designated, or if the Application name is not entered, you can not add a new icon.

You cannot launch the icon added from the storage card, if the same card is not inserted in the Maestro.

Tab Setting

You can set to add, delete or rename the tab on the Tab Settings screen. You can also set to display a desired bitmap image on your screen background.

To add a tab:

1. Tap **Tools** and then **Tab Settings** to display the Tab Settings screen.
2. Tap **New** to display a box to enter the new tab name.
3. Enter a new tab name. When finished, tap **OK** to return to the Tab Settings screen.

   You can enter up to a maximum of 10 characters.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.

To delete a tab:

1. Tap **Tools** and then **Tab Settings** to display the Tab Settings screen.
2. Select the tab name to delete, and then tap **Delete**, the Delete tab dialog for confirming appears. Please note that all the icons contained in the same tab will also be deleted.
3. Tap **Yes** on the Delete tab dialog to delete the tab. When finished, the screen returns to Tab Settings screen.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.

...✎**Note** You cannot delete the **Running** tab.

To change the name of a tab:

1. Tap **Tools** and then **Tab Settings** to display the Tab Settings screen.
2. Select the tab name you want to change, and then tap **Rename**.
3. Enter a new tab name. When finished, tap **OK** to return to the Tab Settings screen.

   You can enter up to a maximum of 10 characters.
4. Tap **OK** on the Tab Settings screen to return to the Home screen.

...✎**Note** You cannot rename the **Running** tab.

To change a background:

1. Select the background setup tab on the Tab Settings menu, and then tap **Browse** to display the Browse Dialog screen.

   Even if a storage card is inserted, the files in the storage card will not be displayed.

2. Tap the desired bitmap file from the list to return to the Tab Settings screen.

3. Tap **OK** on the Tab Settings screen to return to the Home screen.

...📝 **Note**   If the selected file is not a bitmap file, you cannot set it on your screen background.

The displayable range of the bitmap image on the Home screen is 240(W) x 246(H).

Text Color Setting

You can set the color of application name for each tab using Text Color.

1. Tap the tab whose color you want to set to display the selected tab screen.

2. Tap **View** and then **Text Color** to display the color list.

   You can set the color of the application name as desired.

3. Tap the color you want to set, and the color of the application name changes.

How to Make Backup

You can make a backup of the Maestro data in an SD memory card or a CompactFlash card. If you have backed up your data on an SD or CompactFlash card, you can restore that data in your Maestro. You can also delete backup file data from the storage card. Periodical data backup is recommended.

Data of the following three types can be backed up:

- **File:** Includes a file created by Pocket Word, Pocket Excel, Notes, etc. or an additionally installed program and so on.
- **Registry:** Setting information on Windows CE or Built-in Program.
- **Database:** Database information of Microsoft Pocket Outlook.

Data on password and so on from the setup menu cannot be restored. When attempting to make restore or delete a backup, connect an AC Adapter to your Maestro before operation.

...✎ **Note** If you update ROM programs using special installation programs with a *.xip extension, do not use the backup data which you made before updating ROM programs.

Making a Backup

1. Insert a storage card.
2. Tap 🏁 , **Programs**, and then **Backup** to display the Backup screen.
3. Select **Backup** from **Functionality**, then select and tap **Storage Card 1** or **Storage Card 2** from **Media**.
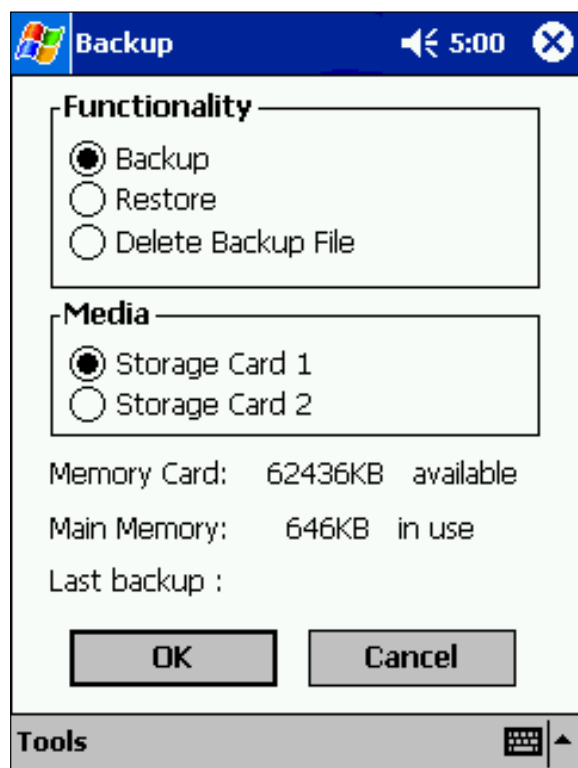
Select **Backup** from **Functionality**.

When an SD memory card and a CompactFlash card are inserted in the slots, check which one is **Storage Card 1** or **Storage Card 2** by looking at the storage capacity of the card.

4. Tap **OK** to display the Backup password input screen.
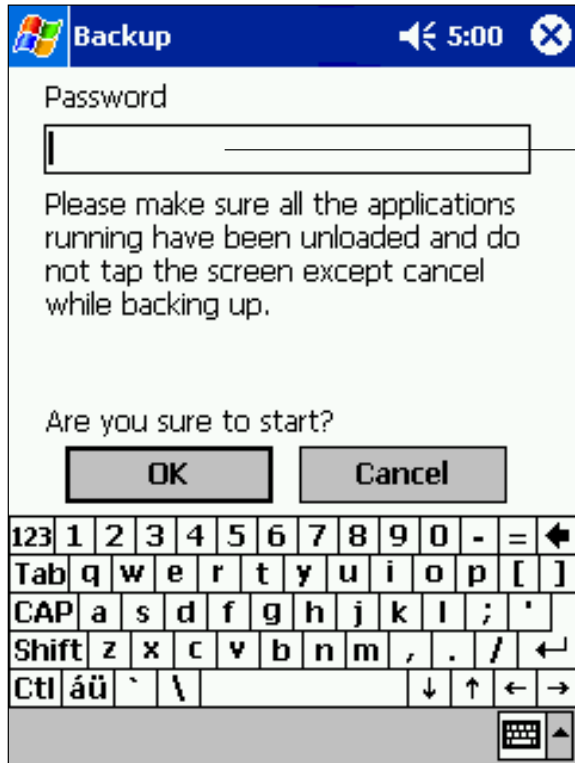
5. Enter a password.

Enter a password.
You can enter a password up to a maximum of 16 characters.
Backup can be made even without entry of a password. If a password is entered, that password is required at the time of restore.

...✎ **Note** If you forget the password, you cannot restore the backup data.

Do not forget your password. Write down the password and keep it in a safe place where only you know.
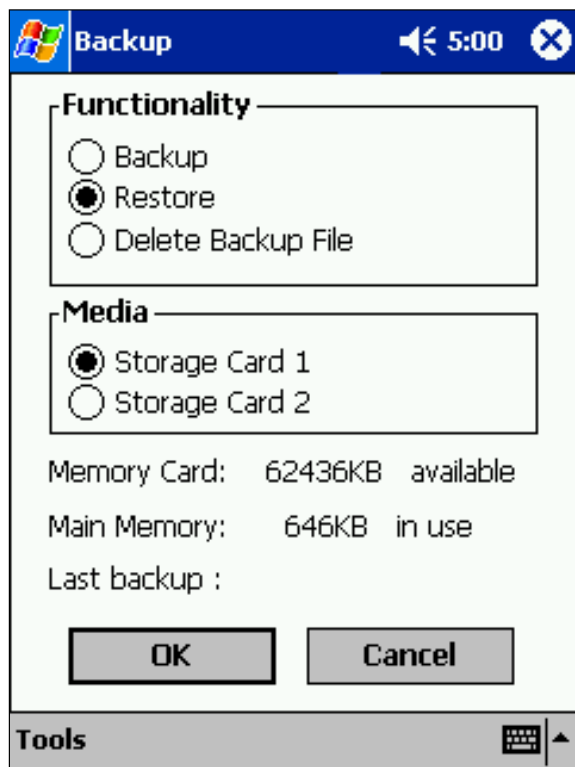
6. When finished, tap **OK**. The proceeding message is displayed during the backup process.

When the backup is completed, the backup finish message appears.

7. Tap **OK** to return to the previous screen.

...✎ **Note** If the remaining storage card capacity becomes short during backup, the backup process stops. Check the remaining storage card capacity before starting the backup.

If the storage card is write protected, you cannot save the backup data. Cancel the write protection before starting the backup.

Carrying Out Restore Operation

To restore is to overwrite the backed up data from the storage card onto the main memory of your Maestro.

- If the same file name exists in the main memory of your Maestro, this file data is replaced with the backup data from the storage card.
- If files exist in the main memory but not in the backup file, they will not be overwritten.

1. Insert the storage card, which contains backup data into your Maestro.
2. Tap 🏁 , **Programs**, and then **Backup** to display the Backup screen.
3. Select **Restore** from **Functionality**, then select and tap **Storage Card 1** or **Storage Card 2** from **Media**.

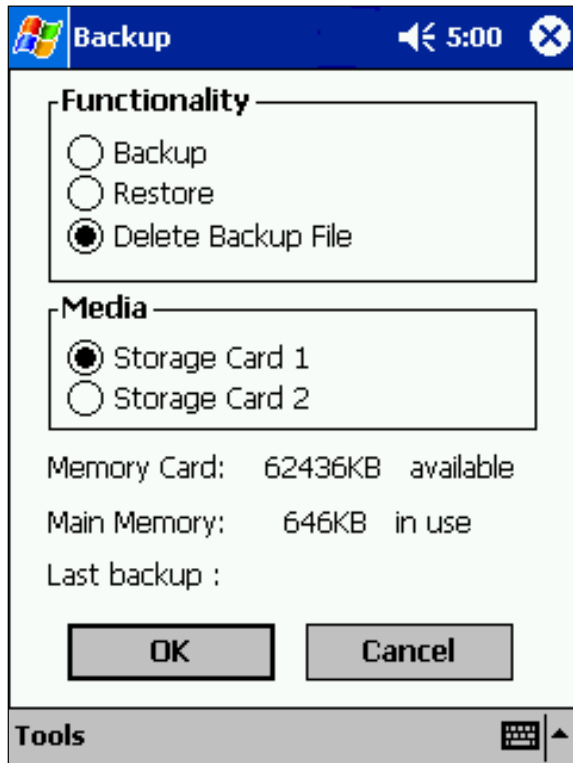Select **Restore** from **Functionality**.

When an SD memory card and a CompactFlash card are inserted in the slots, check which one is **Storage Card 1** or **Storage Card 2** by looking at the storage capacity of the card.

4. Tap **OK** to display the Restore password input screen.
5. Enter a password, which was set up for this data backed up.
   If you made a backup file without entry of a password, you don't need to enter a password.
6. When finished, tap **OK**. The proceeding message is displayed during the restore process.
   When the restore is completed, the restore finish message appears.
7. Tap **OK**. Your Maestro is reset and restarts automatically.

...✐ **Note**   If your Maestro memory becomes short of its capacity during restore, the restore process stops. Increase the memory allocation of the main memory of your Maestro (see Chapter 2. "Customize Your Maestro"), and then restart the restore procedure.

Deleting a Backup File

1. Insert the storage card, which contains backup data to be deleted.

2. Tap [icon] , **Programs**, and then **Backup** to display the Backup screen.

3. Select **Delete Backup File** from **Functionality**, then select and tap **Storage Card 1** or **Storage Card 2** from **Media**.

 — Select **Delete Backup File** from **Functionality**.

When an SD memory card and a CompactFlash card are inserted in the slots, check which one is **Storage Card 1** or **Storage Card 2** by looking at the storage capacity of the card.

4. Tap **OK** to display the Delete Backup File check screen.

5. Tap **OK** to delete the backup file.

Chapter 9
ADDITIONAL INFORMATION

Troubleshooting

Check the following guide for the possible cause of a problem and how to correct it.

| Symptom	Cause	Correction
Even if the power button is pressed and the power does not turn on.	The built-in battery power is exhausted.	Charge the battery.
The power is suddenly cut off.	The built-in battery power is exhausted.	Charge the battery.
	Automatic suspend is active.	Select [icon], **Settings**, **System**, **Power** to set to alter the power shut down time.
Even if the built-in battery is completely charged, it discharges after a short period of the time.	The built in battery is extinct.	Replace the main battery with a new one.
The screen is tapped, but the correct action is not executed.	Touch screen adjustment is incorrect.	Select [icon], **Settings**, **System**, **Screen** to adjust the touch screen.
The operation is slow in response.	Insufficient memory	Secure the free memory. Stop the application if it is not in use.
	Some malfunction	Reset the system. If no action is observed after resetting the system, initialize the system. (However, the data will be deleted.)
The screen is tapped, but there is no response. The operation button does not work either.	Some malfunction	Reset the system. If no action is observed after resetting the system, initialize the system. (However, the data will be deleted.)

(Continued)

103

Symptom	Cause	Correction
The screen is dark.	The front light is off.	Press and hold the power button until the front light is turned on.
The screen is hard to see.	Brightness setting is incorrect.	Select , **Settings**, **System**, **Front Light** to adjust the screen brightness for better sight.
Can not connect to your computer.		See Help of ActiveSync.
ActiveSync does not work when your Maestro is connected to your computer with the USB Cradle.	The USB driver of your computer may not be compatible.	Reselect the USB driver.
Can not access the Internet.	The connecting using a specified cellular phone connection cable was not correct.	Check whether the connecting using a specified cellular phone connection cable is correct.
	Radio waves of a connected cellular phone are getting worse.	Carry out communications where radio wave conditions are satisfactory.
	Setting is incorrect.	Carry out correct setting.

Resetting

Reset is equal to "Restart" of a desktop computer. Carry out the reset in such unusual case as when a button or tapping the screen does not respond. When your Maestro is reset, the data that was not stored during operation will be deleted. Saved data are not deleted.

…📝 **Note** If the function cannot be restored even if the reset button is pressed, initialize your Maestro.

- When the power is on, press the reset switch with the stylus, then release. By doing so, reset is made and the Today screen appears.
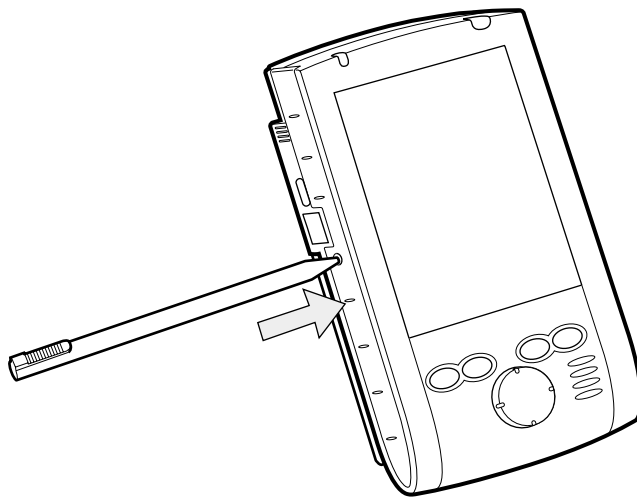
Clear Memory

When you initialize your Maestro, it returns to the status when it was purchased.

Note When you initialize your Maestro, all data stored in the memory is deleted. Your Maestro's built-in programs are not deleted.

Before initialization, remove all storage cards.

1. Turn off the power.
2. Press the power button while pressing and holding the reset switch with the stylus, and then release the power button.
3. When a screen appears, release the reset switch.

When initialization is completed, the Welcome screen appears. Set up the system according to the screen as in the case of startup procedure.

Specifications

External dimensions	77.5(W) x 17.5(D) x 125(H) mm (excluding protrusion part) (3 in. x 0.7 in. x 4.9 in.)
Operating conditions	Temperature: 0°C to 40°C (32°F to 104°F), Humidity: 30 to 80% RH • Temperature capable of charging: 5°C to 35°C (41°F to 95°F) (According to the operating status, the charging may pause even when the ambient temperature is below 35°C (95°F).)
Built-in battery	
Type	Advanced Lithium Ion battery
Continuing operating time	Approx. 8 hours. For continuous indication of the Today screen, front light: OFF, ambient temperature: 25°C (77°F)
Memory keeping time	Approx. 30 hours If left at ambient temperature of 25°C (77°F) after the power has become unable to turn on Note: Continuing operating time and memory keeping time vary according to the charging condition, ambient temperature, operating condition, etc.
Processor	Strong ARM SA-1110
Action clock	206MHz
Memory	32MB SDRAM
Display	Reflection color TFT, 240x320 pixels, 65,536 colors
Interface	
CF card slot	Possible to insert CompactFlash card or CF+Card. Applicable only to Type I/Type II, 3.3V
SD card slot	Possible to insert SD memory card or SDI/O card Note: The security function of the SD memory card is not usable. Data encrypted by the SD memory card security function-compatible equipment is not usable.
Infrared port	Based on IrDA Ver.1.2, Maximum data transmission speed: 115 kbps
Stereo headphone jack	ø3.5mm, stereo mini plug compatible Earphone Headset with Remote (option) usable
Cradle connection port	
AC Adapter jack	
AC Adapter	INPUT: 100-240V AC, 0.36-0.2A, 50-60Hz OUTPUT: 5V DC, 3A • An attached Power Supply Cable is a 125 V AC type.

Although the display is manufactured using an extremely high order of technology, there may be a case that some dots do not light or always light. It is not a malfunction.